



Treasury User Provisioning Service Guide

Version 2.0

March 24, 2007

Controlled By:	Della Gottesman
Controlling Office:	Financial Management Service
Control Date:	March 24, 2007
Decontrol On:	October 12, 2009

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TITLE PAGE

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1.0 INTRODUCTION

This manual provides step-by-step instructions to obtain a Treasury Financial Management Service (FMS) Enterprise User ID, using the Treasury User Provisioning Service (UPS). This FMS Enterprise account can be used to access numerous integrated applications. These instructions are for non FMS Employees. If an FMS Employee has not been assigned an FMS Enterprise account, they should request an account from the Data Access Control Division. While this provisioning application supports various Internet browser applications, support and instructions are only provided for more recent releases of Microsoft Internet Explorer.

1.1 Scope

This manual provides Instructions for external Treasury Customers on how to:

- Register for a user ID
- Answer Secondary Authentication questions
- Use the Forgot Password functionality to reset your password
- Use the Forgot User ID functionality

1.2 Prerequisite Steps

Before you start please check the following:

1. Internet Explorer – Versions supported are 6.0 and higher (to check your browser version, from your browser choose Help and About Internet Explorer, this will give you your current version. *If your version is lower than 6.0, please have your PC support perform an upgrade your browser before continuing.*
2. Make sure your browser can accept cookies (from your browser choose Tools, Internet Options, Privacy and make sure your settings are “Medium” This can also be done by selecting Tools, Internet option, Privacy, Advance, and set Override Automatic Cookie handling, Accept Cookies, and Always Allow Session Cookies. This is probably better because of differing security requirements
3. Make sure your browser is set to disable script debugging (from your browser choose Tools, Internet Options, Advanced, under the Browsing section make sure that “Disable Script Debugging” for Internet and Other is checked

The web address you should be accessing is:

<https://www.twai.gov/TWAIUPS/user/login.jsp>

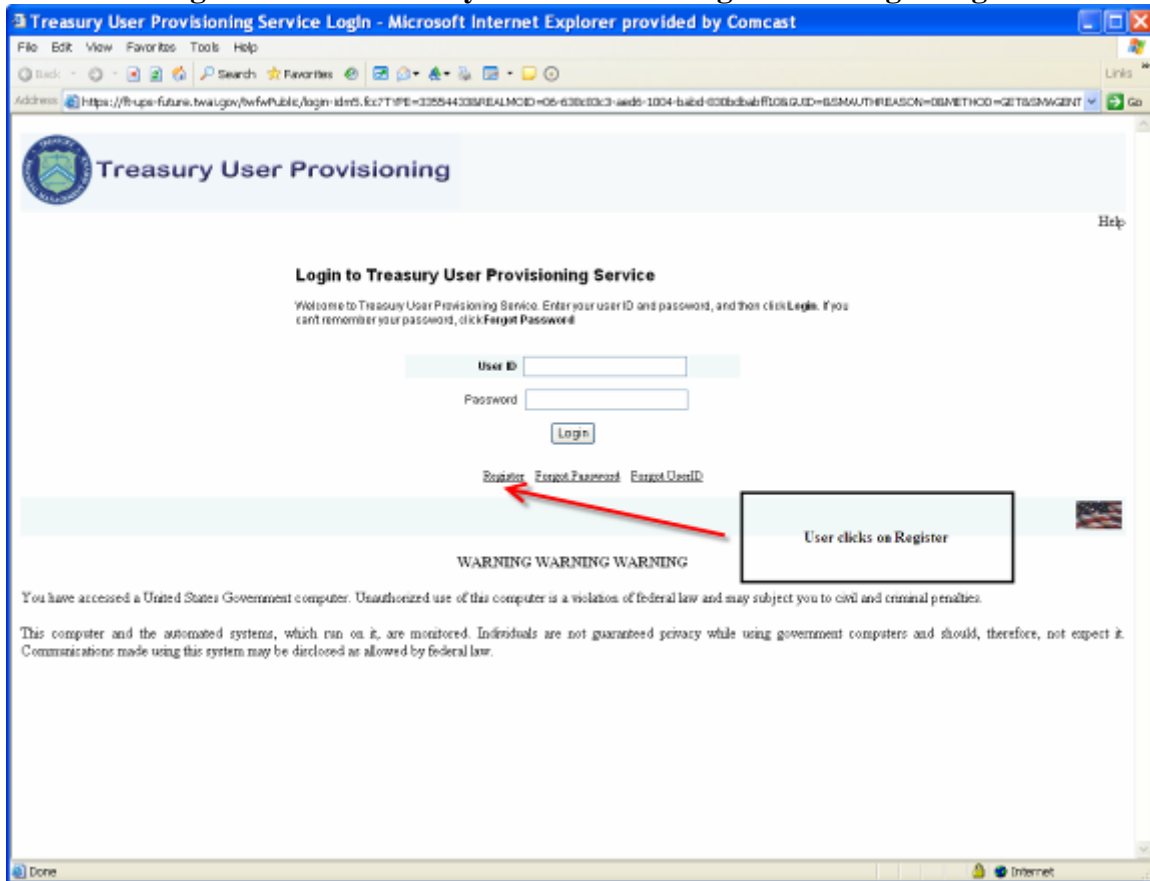
If you have any problems with your browser, please call your local agency PC support helpdesk. At any phase of this registration if you have problems obtaining your ID please call the FMS Helpdesk at 202-874-4357 or CBAF for assistance.

2.0 TREASURY USER PROVISIONING SELF REGISTRATION

2.1 Treasury User Provision Service

1. A new user who wants to self-register can do so by going to the TWAI UPS Login screen. The URL for this screen is: <https://ups.twai.gov/TWAIUPS/user/login.jsp>. Click on the “Register” link as shown in Figure 1. This will allow you to start the registration process.

Figure 1 Treasury User Provisioning Service Login Page



2.2 Treasury User Provision Service Self Registration

2.2.1 Unique Number Identification

2. For Security reasons, the Treasury Self Registration Page will be displayed. Type in the numbers that appear in the box and click “Next”

Figure 2 illustrates the Treasury UPS Self Registration Page.

Figure 2 Treasury Self Registration — Unique Number Identification



The screenshot displays the Treasury User Provisioning interface. At the top left is the Treasury Department seal. The main heading is "Treasury User Provisioning". Below this is the sub-heading "Treasury Self Registration". A large green rectangular box contains the white text "62186431". Below the box, a text prompt reads: "In the space below, enter the text that you see in the picture above". Underneath this prompt is a text input field containing "62186431" followed by a red asterisk. Below the input field, a red note states: "* indicates a required field". At the bottom of the form are two buttons: "Next>>" and "Cancel".

2.2.2 Unique E-mail Address Verification

3. In order to verify that your email address is unique, enter information in all of the fields marked with a red asterisk and click “Next”.

Figure 3 illustrates the Treasury UPS Self Registration Page for unique e-mail address verification.

Figure 3 Treasury Self Registration — Unique E-mail Address Verification



The screenshot shows the 'Treasury User Provisioning' header with the Treasury Department seal. Below it is the 'Treasury Self Registration' title. A message states: 'To begin the registration process please enter your name and email address below:'. The form contains four input fields: 'First Name' (required), 'M.I.' (optional), 'Last Name' (required), 'E-Mail Address' (required), and 'Re-type E-Mail Address' (required). A red asterisk indicates required fields. At the bottom are 'Next>>' and 'Cancel' buttons.

Treasury User Provisioning

Treasury Self Registration

To begin the registration process please enter your name and email address below:

First Name * M.I.

Last Name *

E-Mail Address *

Re-type E-Mail Address *

* indicates a required field

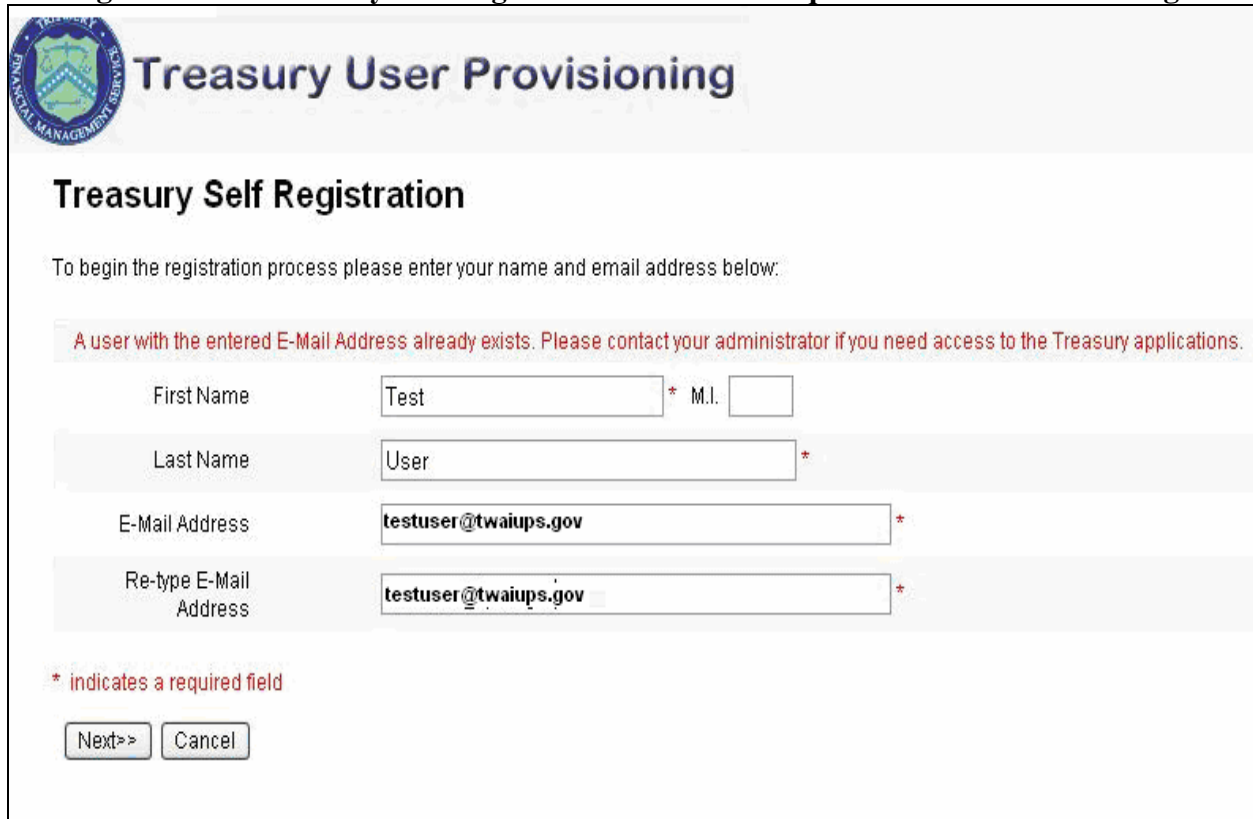
Note: If the email address you entered above is not unique the message illustrated in Figure 4 will be displayed.

If you get this message it means your email is not unique to the UPS system. If this is your personal email account, you can retrieve your FMS User ID by clicking the Forgot User Id on the Login page. If you continue to experience issues, contact your CBAF or the FMS helpdesk at 202-874-4357. If you do not receive this message then click the next button to proceed to number 4.

2.2.3 Not A Unique E-mail Address Message

Figure 4 illustrates the Treasury UPS message that the e-mail address is not a unique e-mail address.

Figure 4 Treasury Self Registration — Not A Unique E-mail Address Message



The screenshot displays the 'Treasury User Provisioning' interface. At the top left is the Treasury Department seal. The main heading is 'Treasury User Provisioning'. Below it, the section is titled 'Treasury Self Registration'. A message states: 'To begin the registration process please enter your name and email address below.' A red error message reads: 'A user with the entered E-Mail Address already exists. Please contact your administrator if you need access to the Treasury applications.' The form contains four input fields: 'First Name' with 'Test' and a required asterisk; 'M.I.' with an empty field; 'Last Name' with 'User' and a required asterisk; 'E-Mail Address' with 'testuser@twaiups.gov' and a required asterisk; and 'Re-type E-Mail Address' with 'testuser@twaiups.gov' and a required asterisk. A legend indicates that '*' denotes a required field. At the bottom are 'Next>>' and 'Cancel' buttons.

Treasury User Provisioning

Treasury Self Registration

To begin the registration process please enter your name and email address below:

A user with the entered E-Mail Address already exists. Please contact your administrator if you need access to the Treasury applications.

First Name	Test *	M.I.	
Last Name	User *		
E-Mail Address	testuser@twaiups.gov *		
Re-type E-Mail Address	testuser@twaiups.gov *		

* indicates a required field

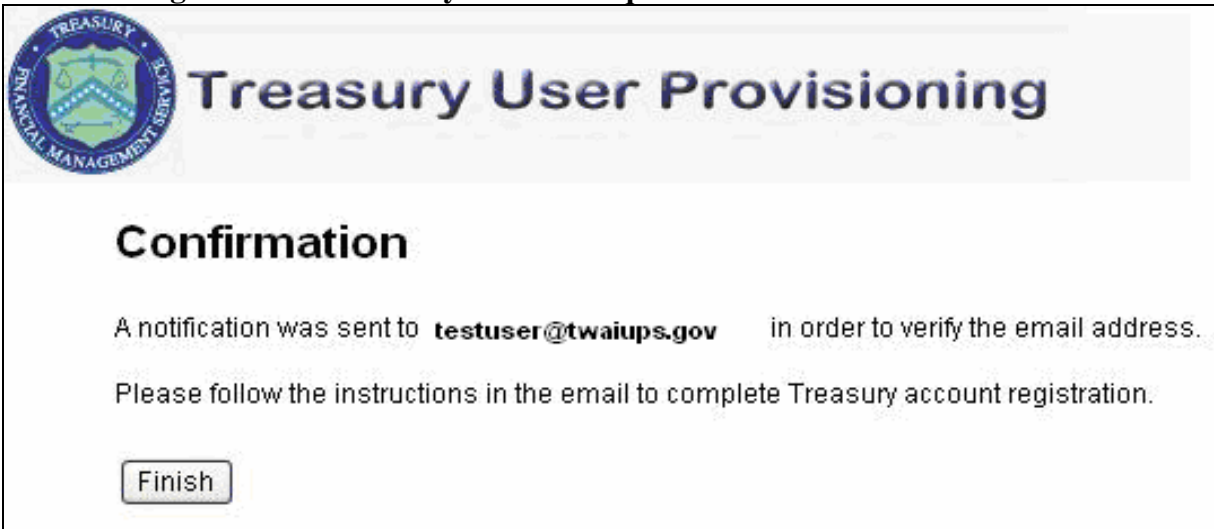
Next>> Cancel

2.2.4 Unique E-mail Address Confirmation

4. If your email address was unique you were sent the Confirmation message illustrated in Figure 5. Click finish then check your email for the message below. Proceed to step 5.

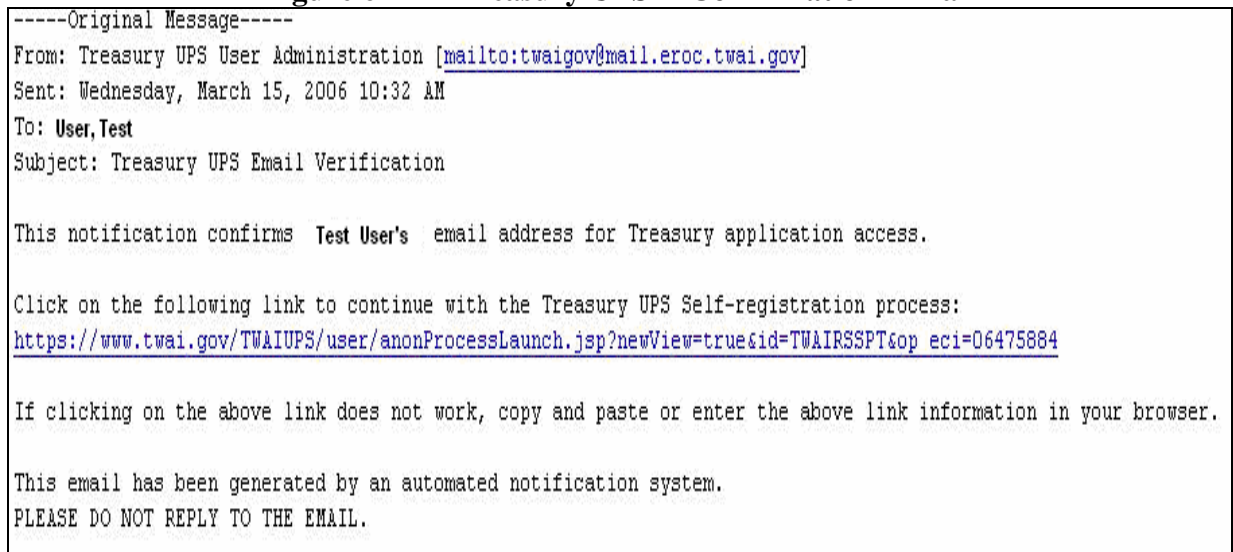
Figure 5 illustrates the Treasury UPS confirmation message that the e-mail address is a unique e-mail address.

Figure 5 Treasury UPS – Unique E-mail Address Confirmation



5. The confirmation email provides a link to continue the registration process. From the email, click on the UPS link as highlighted in Figure 6.

Figure 6 Treasury UPS – Confirmation E-mail



2.2.5 Unique Number Identification Redirection

6. For Security reasons, you will be redirected to the Unique Number Identification Page. Type in the numbers that appear in the box and click “Next.”

Figure 7 illustrates the Treasury UPS Self Registration Page.

Figure 7 Treasury UPS – Unique Number Identification Redirection



The screenshot displays the Treasury User Provisioning Self Registration page. At the top left is the Treasury Financial Management Service logo. The main heading is "Treasury User Provisioning" in a large, bold, blue font, followed by "Treasury Self Registration" in a bold black font. Below this is a green rectangular box containing the white numbers "92071421". Underneath the box, the text reads: "In the space below, enter the text that you see in the picture above". A text input field contains the number "92071421" and has a red asterisk to its right. Below the input field, a red asterisk is followed by the text "indicates a required field". At the bottom of the form are two buttons: "Next>>" and "Cancel".

2.2.6 Name And E-mail Address Verification

7. Verify that your name and email address is correct as displayed in Figure 8. If the information is not correct contact your CBAF or the FMS Helpdesk at 202-874-4357.

Figure 8 illustrates the Treasury UPS Inbox Item Edit Page for name and e-mail address verification.

Figure 8 Treasury UPS — Name And E-mail Address Verification

The screenshot shows a web browser window titled "Identity Manager - Microsoft Internet Explorer provided by Comcast". The address bar displays a URL: <https://fpupe-future.treasury.gov/TWADUPS/user/anonWorkItemEdit.jsp?id=%22355C406A500072000%3A19E421E%3A130C7B9FC2E%3A-4306>. The page header features the Treasury Department seal and the text "Treasury User Provisioning". Below this, the section "Treasury Self Registration" is displayed, followed by the instruction "Please verify your name and email address:". The form contains the following fields:

- First Name: Mac
- Initial: M.L.
- Last Name: Gibson
- Full Name: Mac Gibson
- E-Mail Address: mac.gibson@comcast.net

At the bottom of the form are two buttons: "Next>>" and "Cancel". The browser's status bar at the bottom shows "Done" and "Internet".

2.2.7 Select Organization

- Click on the drop down menu to select your organization. If you do not know which organization best suits your scenario, please contact your local administrator or the FMS Help Desk. Once you choose your appropriate organization, click “Next.”

Figure 9 illustrates the Treasury UPS Select Organization Page.

Figure 9 Treasury UPS — Select Organization Page

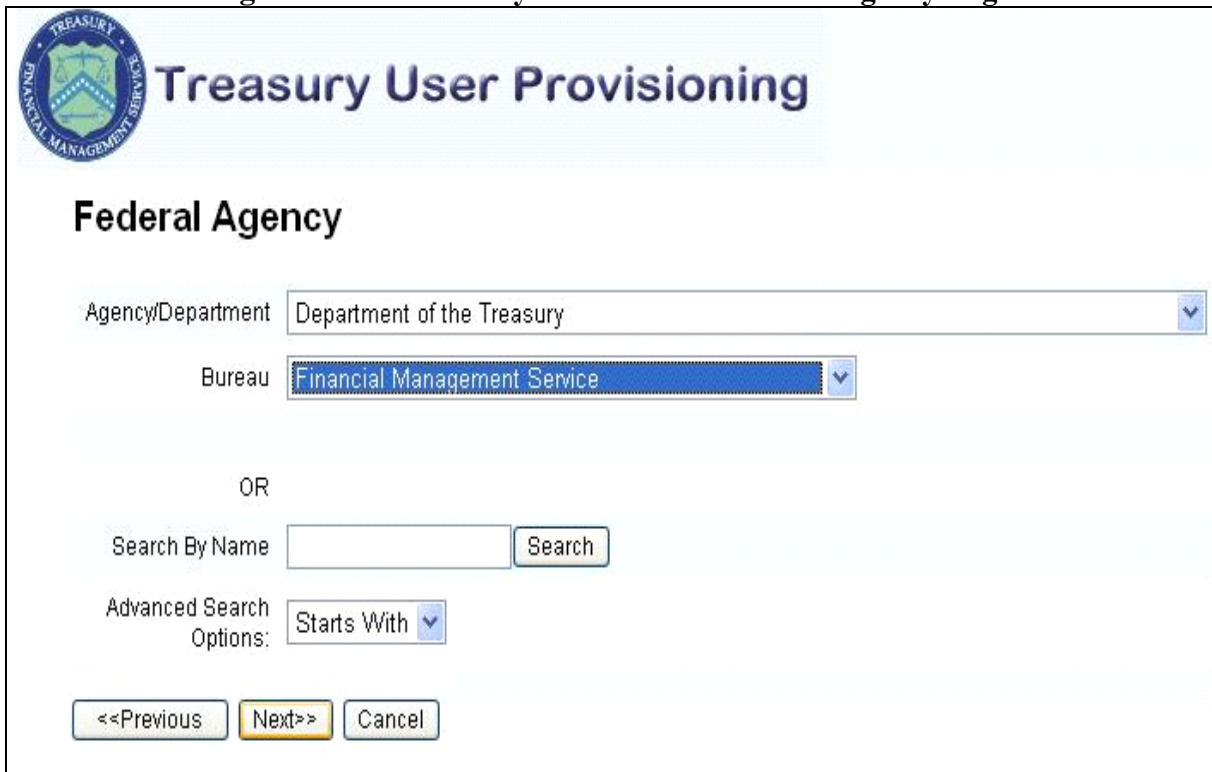
The screenshot shows a web browser window titled "Identity Manager - Microsoft Internet Explorer provided by EDS COE". The address bar displays the URL: <https://ft-ups-future.twai.gov/TWAIUPS/user/anonWorkItemEdit.jsp?id=%23ID%2355CA06A5000732D0%3A1286C71%3A10EF1D36748%3A-66E8>. The page content includes the Treasury Department seal and the title "Treasury User Provisioning". Below this is a "Select Organization" section with a search prompt "Search for an organization". A form field labeled "Organization Type" with a dropdown arrow is shown, with a red asterisk indicating it is a required field. The dropdown menu is open, showing the following options: "-- Select --", "Consumers and Citizens", "Corporate", "Educational and Non-profit", "Federal Agency", "Federal Reserve Bank", "Financial Institutions", and "State and Local Governments". Below the dropdown are "Next>>" and "Cancel" buttons. A "Help" link is located in the top right corner of the page content area. The browser's status bar at the bottom shows "Done" and "Internet".

2.2.8 Select Federal Agency And Bureau

9. Figure 10 depicts a screen if the user chooses Federal Agency as his/her Organization. (Note: This screen will look different depending on the Organization that is chosen in step #8). Once you complete all of the required information, click on "Next" until you reach the "Personal Information Page."

Figure 10 illustrates the Treasury UPS Select Federal Agency Page.

Figure 10 Treasury UPS — Select Federal Agency Page



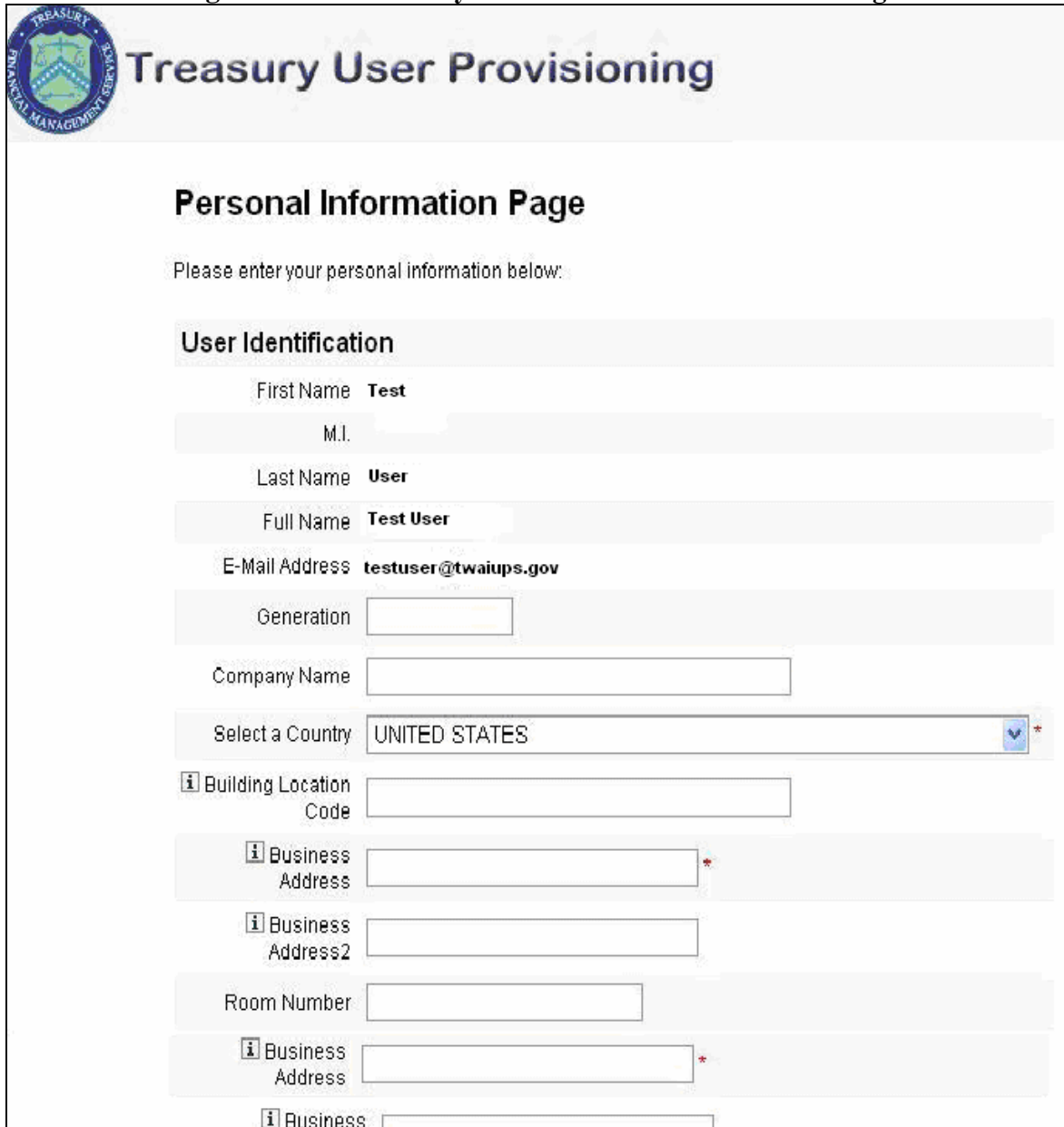
The screenshot shows the 'Treasury User Provisioning' interface. At the top left is the Treasury Department seal. The main heading is 'Treasury User Provisioning'. Below this is the section 'Federal Agency'. There are two dropdown menus: 'Agency/Department' with 'Department of the Treasury' selected, and 'Bureau' with 'Financial Management Service' selected. Below these is an 'OR' separator. There is a 'Search By Name' section with a text input field and a 'Search' button. Below that is an 'Advanced Search Options' section with a 'Starts With' dropdown menu. At the bottom are three buttons: '<<Previous', 'Next>>' (highlighted in yellow), and 'Cancel'.

2.2.9 Enter Personal Information

10. Enter your Personal and Demographic Data. **Note:** Enter numbers only for the phone (dashes are not allowed). Please fill in all information. Fields that have an asterisk (*) are required information that you must fill in.

Figure 11 illustrates the Treasury UPS Personal Information Page.

Figure 11 Treasury UPS – Personal Information Page



Treasury User Provisioning

Personal Information Page

Please enter your personal information below:

User Identification

First Name **Test**

M.I.

Last Name **User**

Full Name **Test User**

E-Mail Address **testuser@twaiups.gov**

Generation

Company Name

Select a Country **UNITED STATES** *

Building Location Code

Business Address *

Business Address2

Room Number

Business Address *

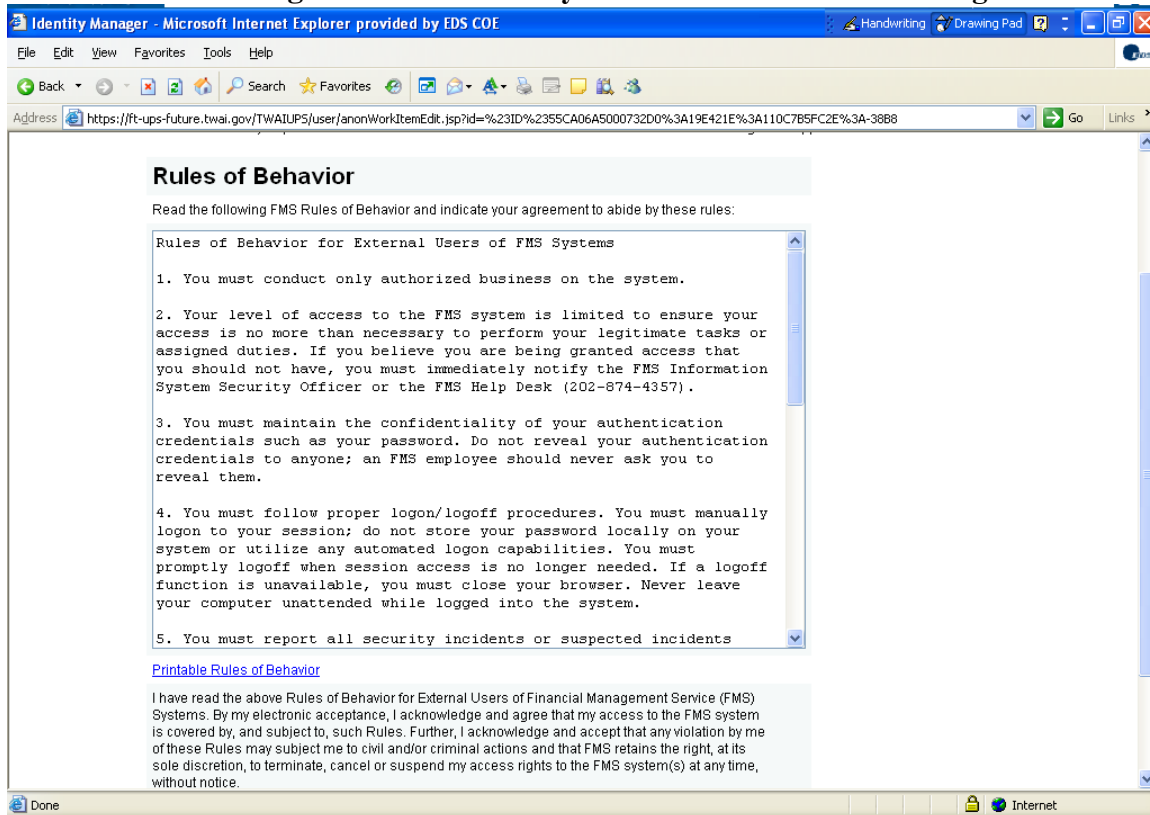
Business

2.2.10 Accept Rules of Behavior Page

11. After clicking “Next”, you will be prompted to accept the FMS Rules of Behavior. After reading through the Rules of Behavior, click on “Accept”.

Figure 12 illustrates the FMS Rules of Behavior page.

Figure 12 Treasury UPS – Rules of Behavior Page




2.2.11 Answer Secondary Authentication Questions and Provide Shared Secret

12. After accepting the Rules of Behavior, you will be prompted to answer Secondary Authentication Questions and to provide a Shared Secret. The questions will be asked of you when you have forgotten your password and would like to reset it. It should be noted that you are required to provide answers to at least 8 of the questions.

Figure 13 illustrates the Secondary Authentication Questions and Shared Secret page.

Figure 13 Treasury UPS — Secondary Authentication Questions and Shared Secret

**Treasury User Provisioning**

[Help](#)

Answer Secondary Authentication Questions And Shared Secret

You are required to answer a minimum of 8 questions. And answer the shared secret.
Secondary Authentication Answers will be converted to upper-case automatically.

Account Id	mgibs504
Who is your favorite actor/actress?	<input type="text"/>
What is your lucky number?	<input type="text"/>
What is your favorite TV show?	<input type="text"/>
What is your favorite animal?	<input type="text"/>
What is your favorite car?	<input type="text"/>
What is your favorite color?	<input type="text"/>
What is your favorite movie?	<input type="text"/>
Who is your favorite singer?	<input type="text"/>
What is your favorite food?	<input type="text"/>
Where do you like to vacation?	<input type="text"/>

AND

Please enter a shared secret. This value will be used to validate your identity should you require assistance in re-setting your password.
Although this value is a secret, it is OK to reveal the value to an FMS help desk administrator when resetting your account.

Shared Secret:	<input type="text"/>
----------------	----------------------

Shared Secret Policy
*Must be at least 8 characters long
*Must contain alphanumeric characters
*There can be a maximum of three repeated characters

* indicates a required field

Next>>

Cancel

2.2.12 User ID Authentication Information

13. Once you answer these questions and supply your Shared Secret, click on the “Next” button. This will take you to the “Authentication Information” page. On this screen, you will see your newly created UPS enterprise user id. You must assign a password. Type your new password twice and click “Next”. **Note:** Remember this password and User ID.

Figure 14 illustrates the Treasury UPS Authentication Information Page.

Figure 14 Treasury UPS — User ID Authentication Information Page



 **Treasury User Provisioning**

Authentication Information Page

Please enter your authentication information below:

Treasury User ID	<input type="text" value="tacco500"/>
 New Password	<input type="password"/> *
Confirm Password	<input type="password"/> *

Password Policy:

- *Must be at least 8 characters long
- *Must contain at least one Upper case letter and at least one Lower case letter
- *Must contain at least one number
- *There can be a maximum of two repeated characters

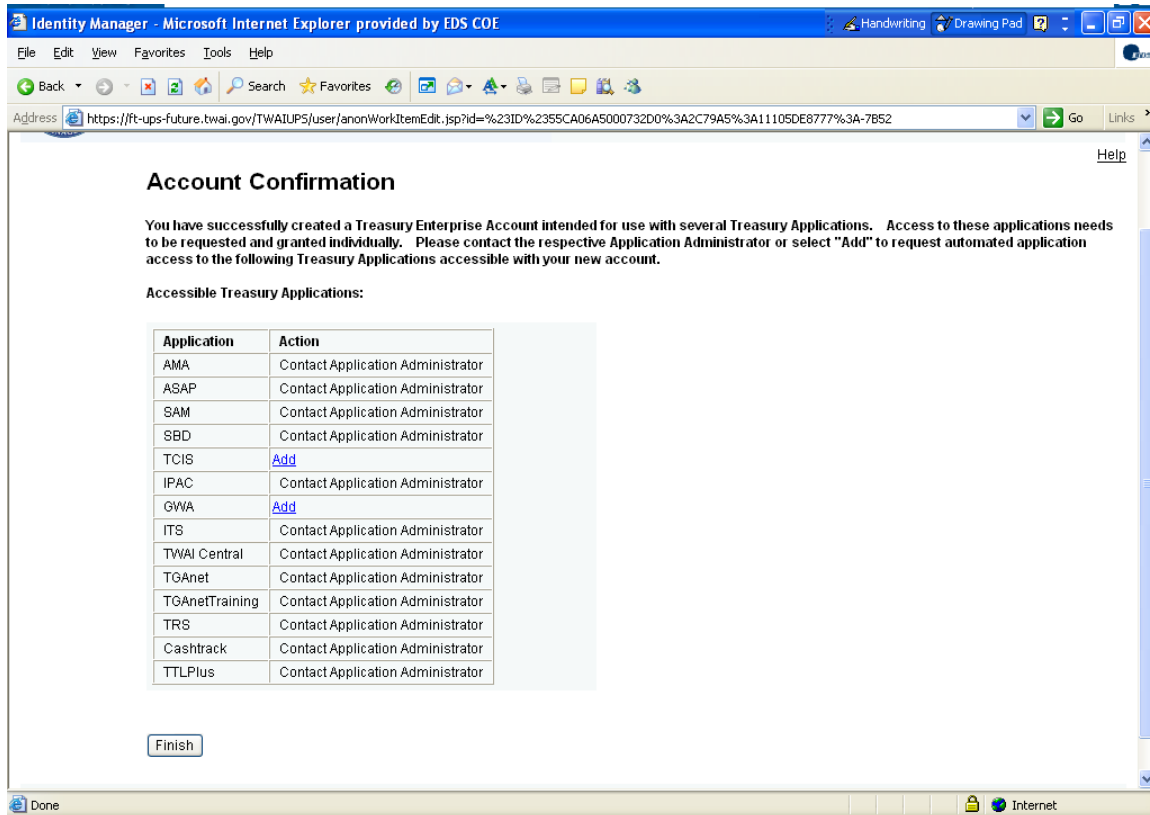
* indicates a required field

2.2.13 Account Confirmation

14. You will now be directed to the “Account Confirmation” page (Figure 15).

Figure 15 illustrates the Treasury UPS Confirmation Page.

Figure 15 Treasury UPS — Account Confirmation Page



15. You are now ready to request access to your Treasury application. You can select Finish to gain access to an application sometime in the future, or you can select “Add” to gain access to an application now. Notice that currently only two applications allow self-registration to occur. By clicking on the “Add” link under Action, you will be directed to the UPS login screen where you will need to enter your newly created user id and password.

2.3 Treasury Application Access

2.3.1 Treasury User Provisioning Service Login

16. After successfully logging into UPS, you will be directed to a screen where you will need to provide a supervisor's information. This step is needed so that an e-mail can be sent to the appropriate supervisor and he/she can provide you with the appropriate application roles. After entering the supervisor's information, click on "Find User".

Figure 16 illustrates the application-specific "Select Supervisor" screen.

Figure 16 Treasury UPS – Select Supervisor Screen

Identity Manager - Microsoft Internet Explorer provided by Comcast

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Links

Address <https://ft-ups-future.twai.gov/TWAIUPS/user/workItemEdit.jsp?id=%23ID%23C8533C1001B96ECD%3A1D4AB0E%3A110B79937E3%3A> Go

Treasury User Provisioning

Help | Logout

GWA User Enrollment - Select Supervisor

Provide supervisor's name by searching for and then click on Find User.

User ID and

Last Name and

First Name and

Email

Logout Logged in as: fema500

Done Internet

2.3.2 Select Supervisor Results Page

17. The next page shown will provide the results for the supervisor's information you entered in the previous step, if found. If the information is correct, click "Next".

Figure 17 illustrates the Treasury UPS Select Supervisor Results page.

Figure 17 Treasury UPS – Select Supervisor Results Page

Identity Manager - Microsoft Internet Explorer provided by Comcast

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Links

Address <https://ft-ups-future.twai.gov/TWAIUPS/user/workItemEdit.jsp?id=%23ID%23C8533C1001B96EC0%3A1D4AB0E%3A110B79937E3%3A> Go

Treasury User Provisioning

Help | Logout

GWA User Enrollment - Select Supervisor

Provide supervisor's name by searching for and then click on Find User.

User ID and

Last Name and

First Name and

Email

Supervisor

Supervisor E-mail

Supervisor Telephone

Logout

Logged in as: fema500

Done Internet

Note: Currently, most applications require a paper request to be submitted to the CBAF. Your application may require an approval process before your access will be granted. Once your application access is granted you will be notified via email. Use the ID and password that you just created to access the application.

2.3.3 Application Specific Role Access

Figure 17 illustrates the Treasury UPS Manage My Applications Page, showing existing applications.

18. The next few screens will ask you to enter information for roles that you will need for your specific application.

Figure 18 illustrates the GWA Enrollment Form.

Figure 18 Treasury UPS – GWA Enrollment Form

GWA Enrollment Form

Select Module(s) and Role(s) that you require access to:

GWA User Access

	Module *	Role *	AGroup	Permissions
<input type="checkbox"/>	Account Statement	AR		Test user

* indicates a required field
* to delete a row select the check box next to the module, then select the delete button

Logout Logged in as: tfema500

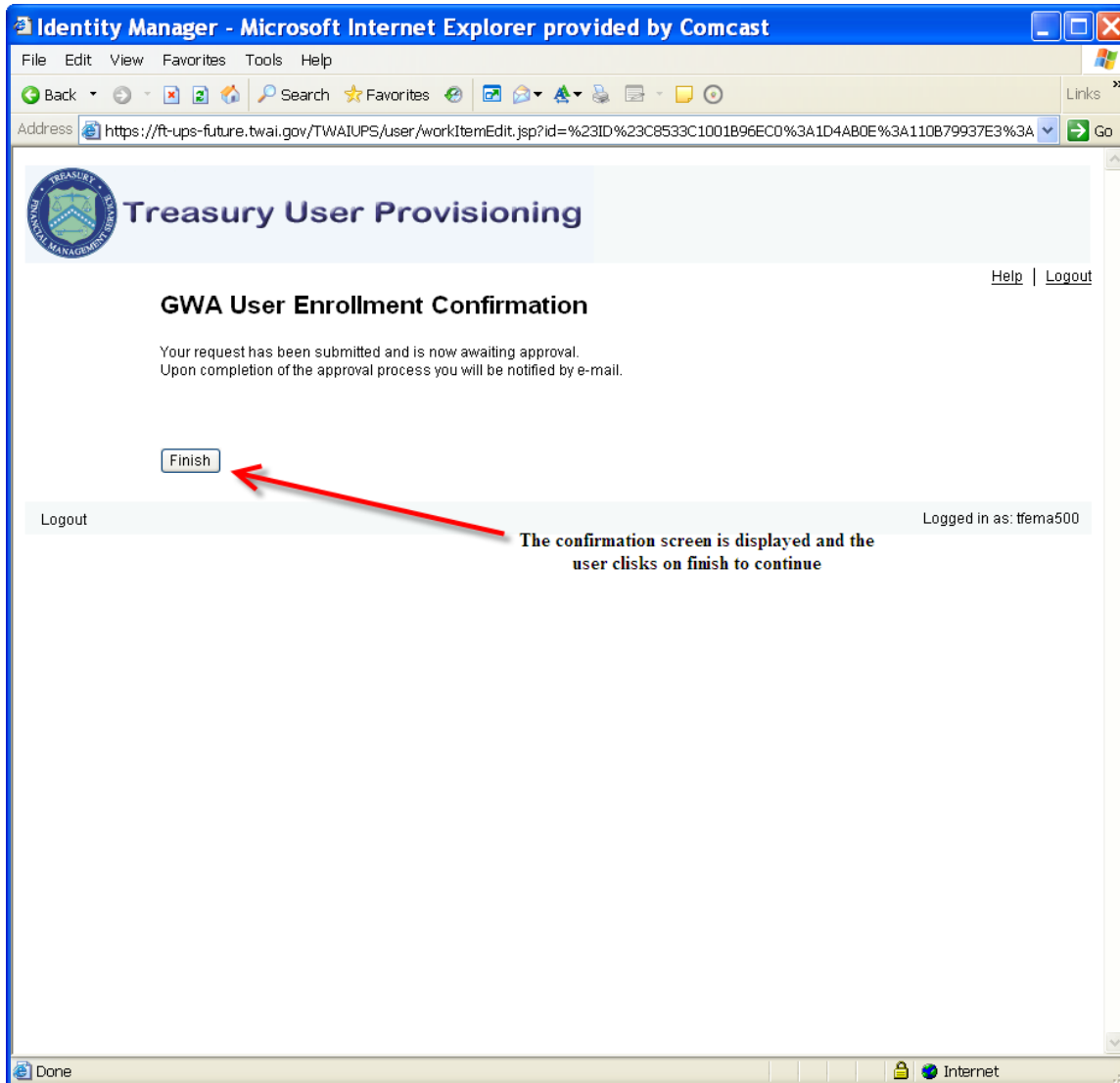
The user selects Module and Role, and adds somePermissions information

The user clicks Next to continue

19. After entering all of the appropriate application-specific information, you will receive a confirmation page.

Figure 19 illustrates the GWA User Enrollment Confirmation Page. Once you click on “Finish”, the self-registration process will be completed.

Figure 19 Treasury UPS – GWA User Enrollment Confirmation Page



You will be directed to the UPS Welcome page after clicking on “Finish”. You will be notified by your supervisor when access to your application has been granted.

3.0 UPDATE SECONDARY AUTHENTICATION

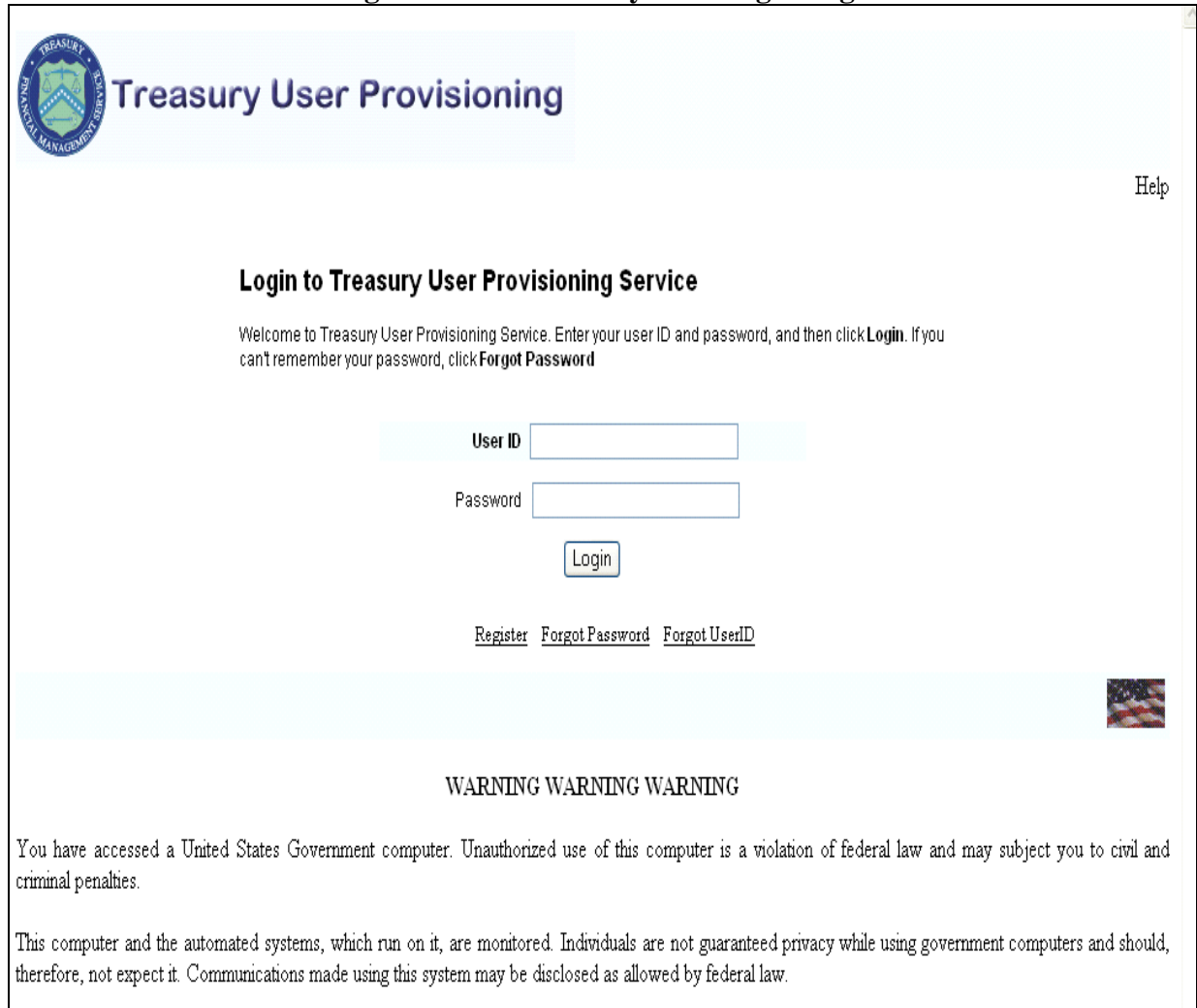
This section describes the steps involved to update the secondary authentication answers.

3.1 Login To UPS


In order to update your answers to the Secondary Authentication Questions, you must login to UPS.

Figure 20 illustrates the Treasury UPS login Page.

Figure 20 Treasury UPS Login Page



The screenshot shows the Treasury User Provisioning Service login page. At the top left is the Treasury Department seal. To its right is the text "Treasury User Provisioning". In the top right corner is a "Help" link. The main heading is "Login to Treasury User Provisioning Service". Below this is a welcome message: "Welcome to Treasury User Provisioning Service. Enter your user ID and password, and then click **Login**. If you can't remember your password, click **Forgot Password**". There are two input fields: "User ID" and "Password". Below the "Password" field is a "Login" button. Underneath the login fields are three links: "Register", "Forgot Password", and "Forgot UserID". At the bottom of the page, there is a "WARNING WARNING WARNING" section with a small American flag icon. The warning text states: "You have accessed a United States Government computer. Unauthorized use of this computer is a violation of federal law and may subject you to civil and criminal penalties." and "This computer and the automated systems, which run on it, are monitored. Individuals are not guaranteed privacy while using government computers and should, therefore, not expect it. Communications made using this system may be disclosed as allowed by federal law."

 **Treasury User Provisioning**

[Help](#)


Login to Treasury User Provisioning Service

Welcome to Treasury User Provisioning Service. Enter your user ID and password, and then click **Login**. If you can't remember your password, click **Forgot Password**

User ID

Password

[Register](#) [Forgot Password](#) [Forgot UserID](#)



WARNING WARNING WARNING

You have accessed a United States Government computer. Unauthorized use of this computer is a violation of federal law and may subject you to civil and criminal penalties.

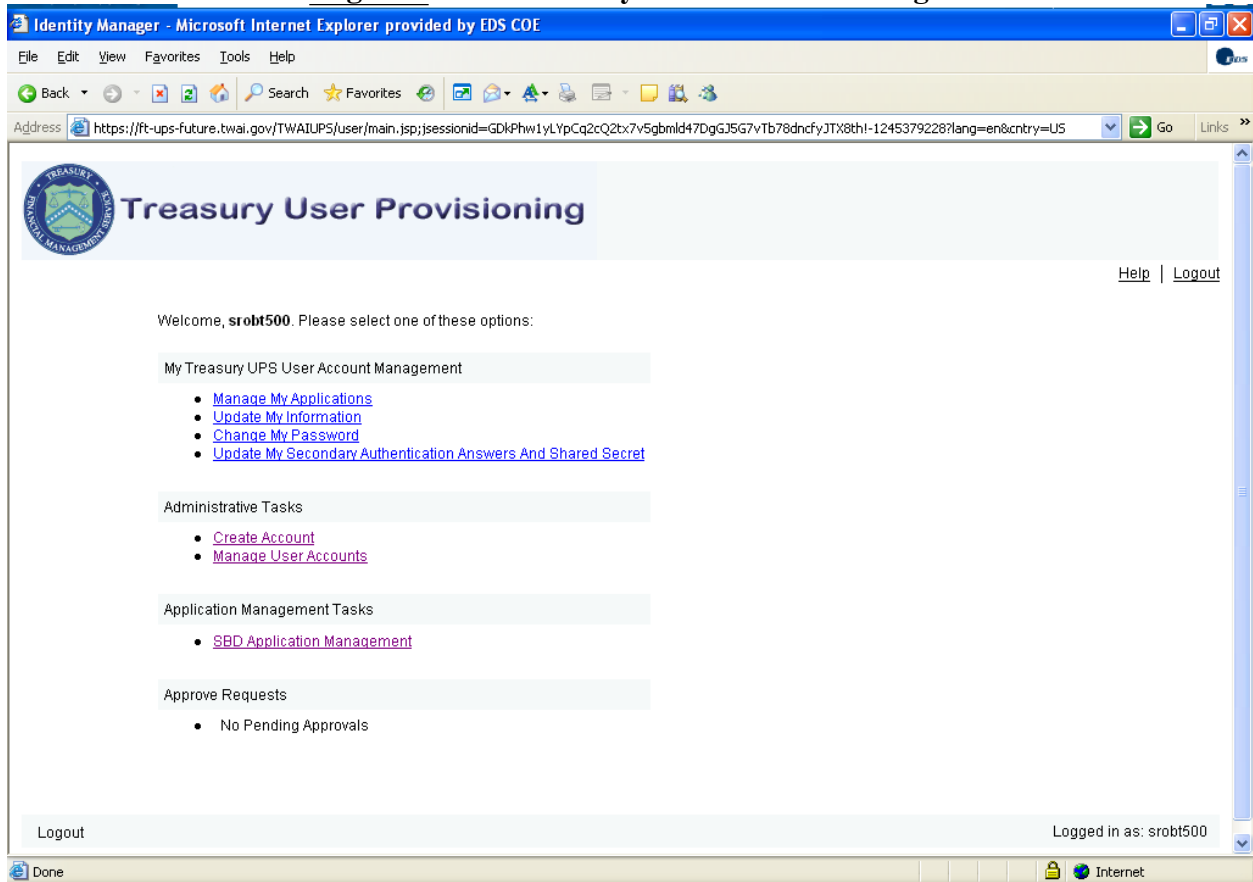
This computer and the automated systems, which run on it, are monitored. Individuals are not guaranteed privacy while using government computers and should, therefore, not expect it. Communications made using this system may be disclosed as allowed by federal law.

3.1.1 Update My Secondary Authentication Answers

On the Welcome page, click on the link “Update My Secondary Authentication Answers and Shared Secret,” as illustrated in Figure 21.

Figure 21 illustrates the Treasury UPS Welcome Page.

Figure 21 Treasury UPS – Welcome Page



3.1.2 Update Secondary Authentication Answers

The user is required to answer a minimum of 8 questions and provide a shared secret and then click the “Next” button.”

Figure 22 illustrates the Treasury UPS Secondary Authentication Questions & Shared Secret Page.

Figure 22 Treasury UPS — Secondary Authentication Questions & Shared Secret Page

The screenshot shows the 'Treasury User Provisioning' interface. At the top left is the Treasury of Kansas logo. The main heading is 'Answer Secondary Authentication Questions And Shared Secret' with a 'Help' link on the right. Below the heading, a message states: 'You are required to answer a minimum of 8 questions. And answer the shared secret. Secondary Authentication Answers will be converted to upper-case automatically.' A table displays the account ID 'mgibs504' and ten authentication questions, each with an input field. The questions are: 'Who is your favorite actor/actress?', 'What is your lucky number?', 'What is your favorite TV show?', 'What is your favorite animal?', 'What is your favorite car?', 'What is your favorite color?', 'What is your favorite movie?', 'Who is your favorite singer?', 'What is your favorite food?', and 'Where do you like to vacation?'. Below the questions, the word 'AND' is centered. A message follows: 'Please enter a shared secret. This value will be used to validate your identity should you require assistance in re-setting your password. Although this value is a secret, it is OK to reveal the value to an FMS help desk administrator when resetting your account.' Below this is a 'Shared Secret' label and a required input field marked with a red asterisk. A 'Shared Secret Policy' section lists three requirements: 'Must be at least 8 characters long', 'Must contain alphanumeric characters', and 'There can be a maximum of three repeated characters'. A red asterisk indicates a required field. At the bottom are 'Next>>' and 'Cancel' buttons.

Account Id	mgibs504
Who is your favorite actor/actress?	<input type="text"/>
What is your lucky number?	<input type="text"/>
What is your favorite TV show?	<input type="text"/>
What is your favorite animal?	<input type="text"/>
What is your favorite car?	<input type="text"/>
What is your favorite color?	<input type="text"/>
What is your favorite movie?	<input type="text"/>
Who is your favorite singer?	<input type="text"/>
What is your favorite food?	<input type="text"/>
Where do you like to vacation?	<input type="text"/>

AND

Please enter a shared secret. This value will be used to validate your identity should you require assistance in re-setting your password. Although this value is a secret, it is OK to reveal the value to an FMS help desk administrator when resetting your account.

Shared Secret:

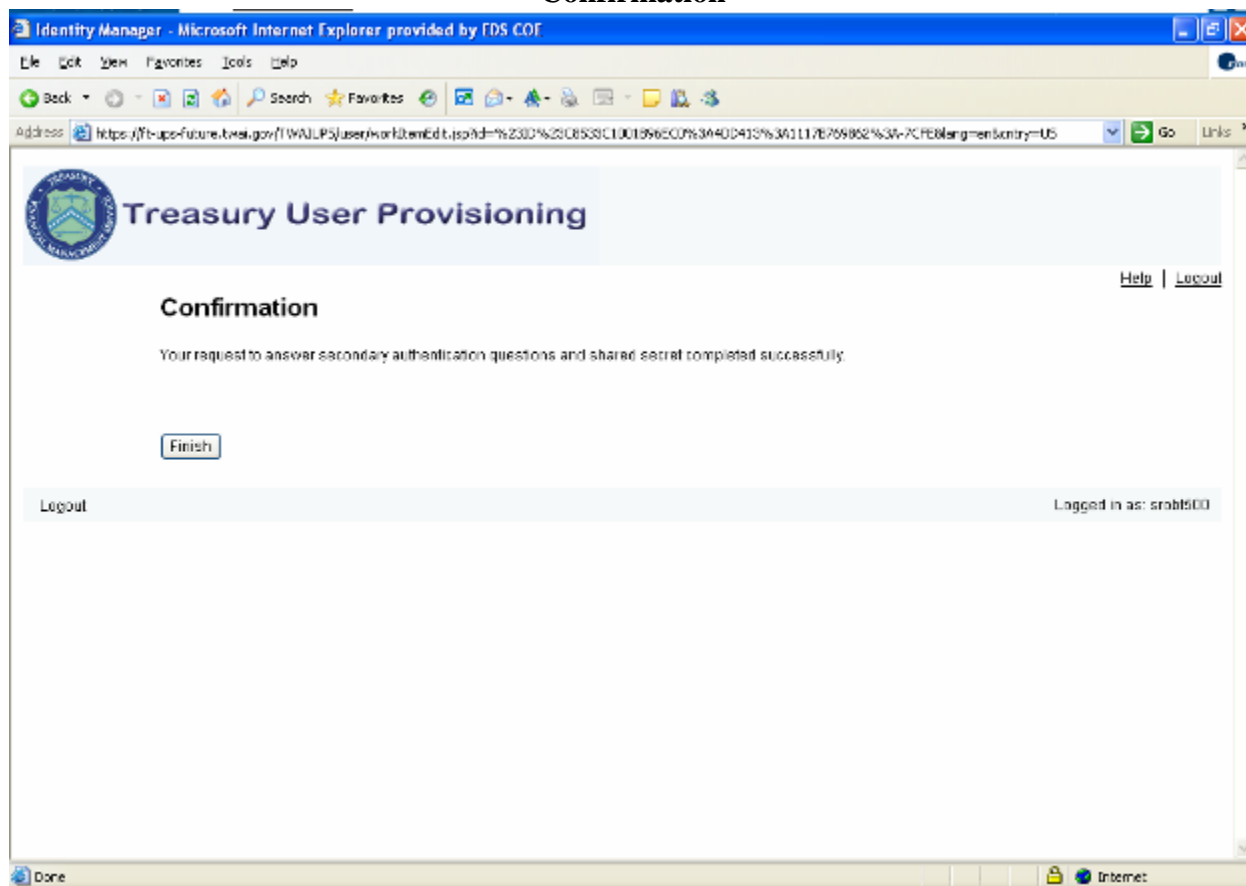
Shared Secret Policy:
*Must be at least 8 characters long
*Must contain alphanumeric characters
*There can be a maximum of three repeated characters

* indicates a required field

3.1.3 Confirmation Of Updated Answers

A confirmation is displayed, as illustrated in Figure 23.

Figure 23 Treasury UPS — Secondary Authentication Answer & Shared Secret Confirmation



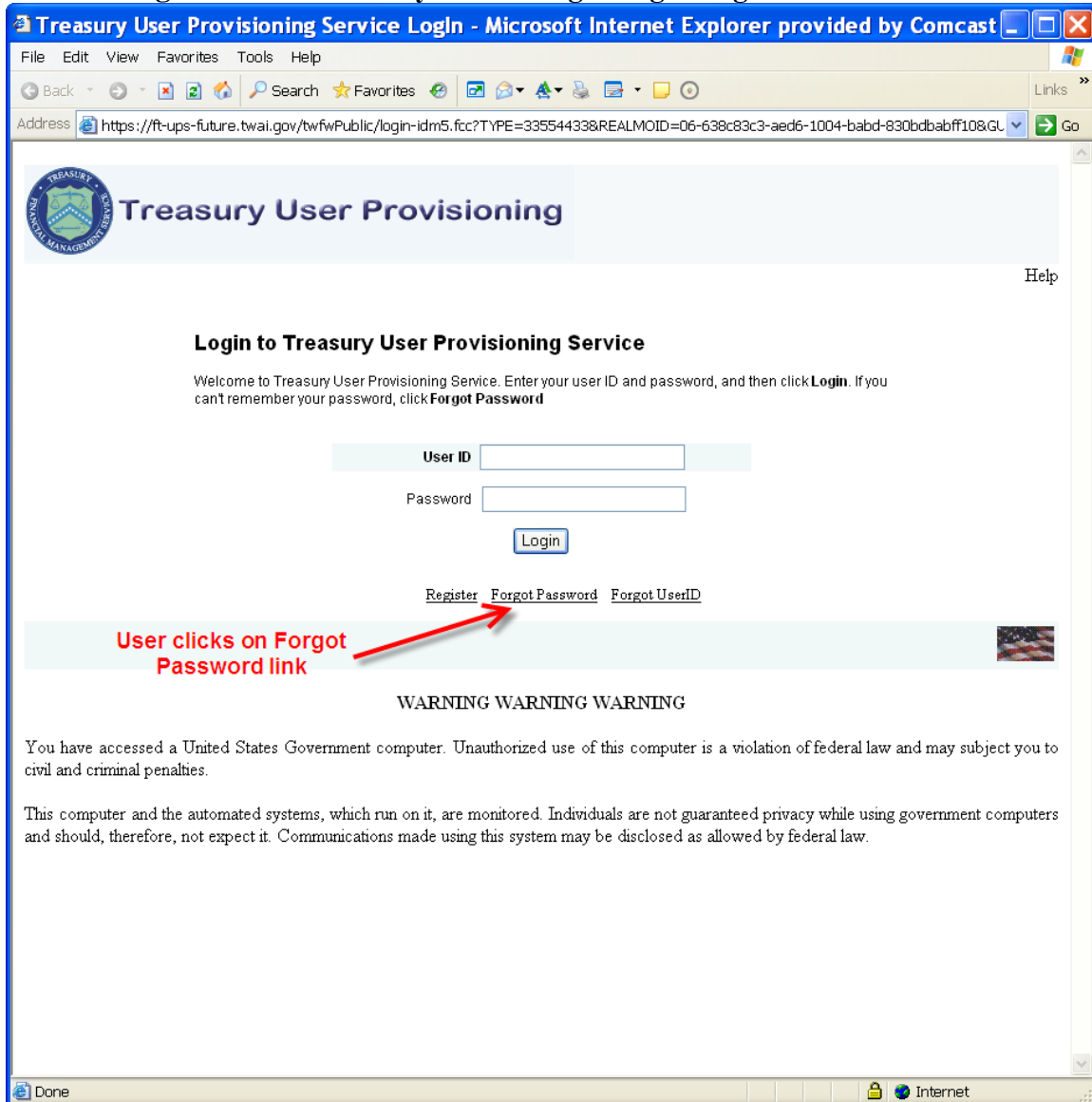
3.2 Use Of Forgot Password Functionality

This section provides the steps involved to request a password when the user forgets the password.

3.2.1 Forgot Password Functionality

Click the “Forgot Password” link on the UPS login page, as illustrated in Figure 24.

Figure 24 Treasury UPS — Login Page Forgot Password Link



3.2.2 Enter User ID

Enter the User Id and click the Next button, as illustrated in Figure 25.

Figure 25 Treasury UPS — Treasury Login

The screenshot shows a web browser window titled "Identity Manager - Microsoft Internet Explorer provided by Comcast". The address bar displays the URL: `https://ft-ups-future.twai.gov/TWAIUPS/user/anonWorkItemEdit.jsp;jsessionid=GJBG20xpGwLFLsCLq2CMbSL8y3Lf15FLtppk1HhJnQ6F8l`. The page content includes the Treasury Department seal and the text "Treasury User Provisioning". Below this, a heading reads "Please enter the Treasury Login". A text input field labeled "Treasury Login" is followed by an asterisk (*). A red arrow points from the text "User enters UID" to this asterisk. To the right of the input field, a red note states "* indicates a required field". At the bottom of the form, there are two buttons: "Next>>" and "Cancel". The browser's status bar at the bottom shows "Done" and "Internet".

3.2.3 Answer Secondary Authentication Questions

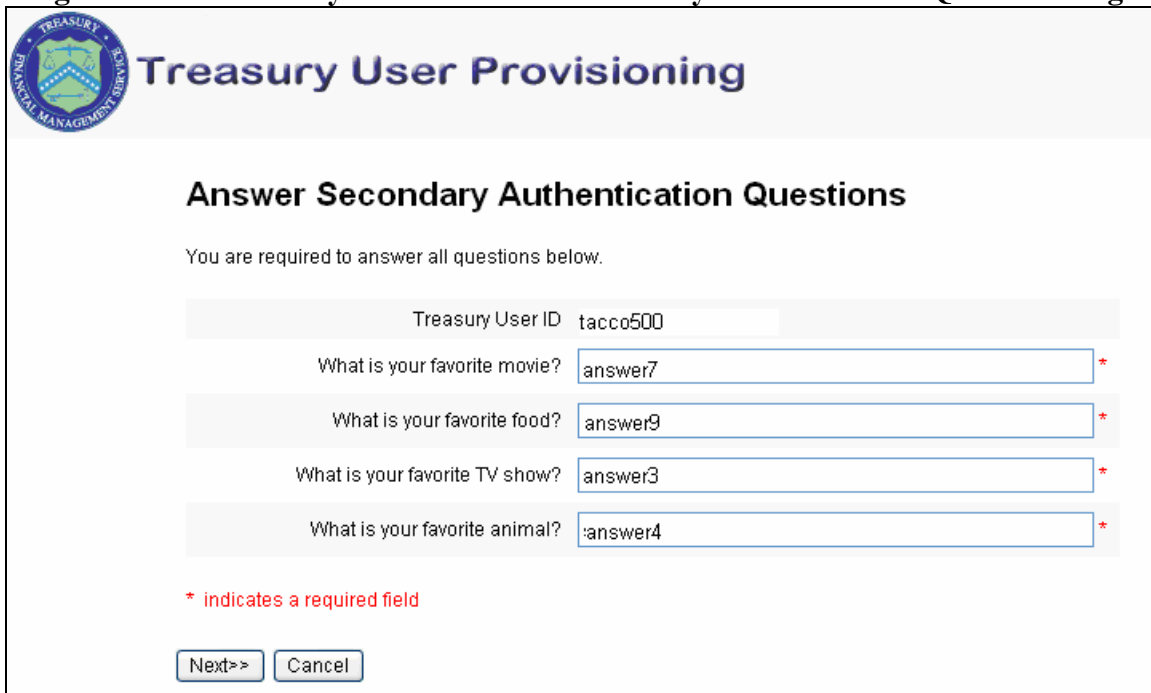
Answer the secondary authentication questions.

The user is presented with four questions (selected randomly by the system) from the ones that were previously answered. The question will change each time the process is entered.

After answering the questions, click the “Next” button.

Figure 26 illustrates the Treasury UPS Answer Secondary Authentication Questions Page.

Figure 26 Treasury UPS — Answer Secondary Authentication Questions Page



The screenshot shows the 'Treasury User Provisioning' interface. At the top left is the Treasury Department seal. The main heading is 'Treasury User Provisioning'. Below it, the section is titled 'Answer Secondary Authentication Questions'. A message states: 'You are required to answer all questions below.' Below this, there is a form with four questions, each with a text input field and a red asterisk indicating it is a required field. The questions and their corresponding input values are: 'Treasury User ID' (tacco500), 'What is your favorite movie?' (answer7), 'What is your favorite food?' (answer9), 'What is your favorite TV show?' (answer3), and 'What is your favorite animal?' (answer4). At the bottom, there are two buttons: 'Next>>' and 'Cancel'. A legend indicates that the red asterisk '* indicates a required field'.

Treasury User Provisioning

Answer Secondary Authentication Questions

You are required to answer all questions below.

Treasury User ID:tacco500

What is your favorite movie? answer7 *

What is your favorite food? answer9 *

What is your favorite TV show? answer3 *

What is your favorite animal? answer4 *

* indicates a required field

Next>> Cancel

3.2.4 Authentication Information Page

Upon clicking “Next”, you will be directed to the “Authentication Information” page. Enter a new password and then re-enter it to confirm this password.

Figure 27 illustrates the Authentication Information page.

Figure 27 – Authentication Information Page

The screenshot shows a web browser window titled "Identity Manager - Microsoft Internet Explorer provided by EDS COE". The address bar displays a URL starting with "https://tr-ups-treasure.besl.gov/". The page header includes the Treasury Department seal and the text "Treasury User Provisioning". The main heading is "Authentication Information Page". Below this, a message says "Please enter your authentication information below:". There are two input fields: "Treasury User ID" with the value "ctrou001" and "New Password" with a masked password "*****". A "Confirm Password" field also contains a masked password "*****". To the right of each password field is a red asterisk. Below the fields is a "Password Policy" section with the following rules:

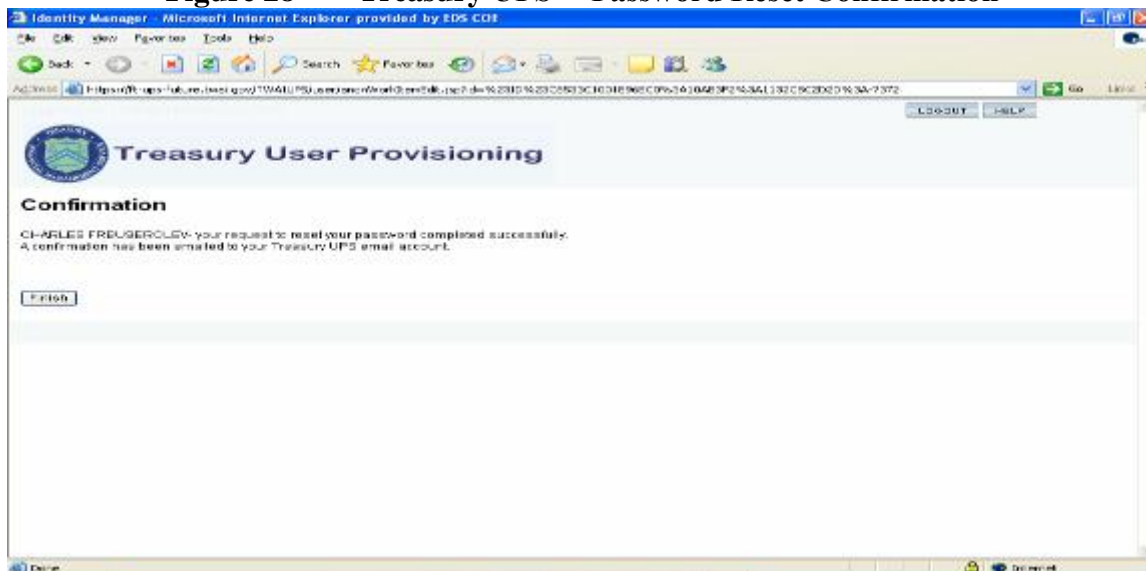
- *Must be at least 8 characters long
- *Must contain at least one Upper case letter and at least one Lower case letter
- *Must contain at least one number
- *There can be a maximum of two consecutive characters

A red asterisk with the text "* indicates a required field" is positioned to the right of the policy rules. At the bottom left are "Next" and "Cancel" buttons. The browser's status bar at the bottom shows "Done" and a lock icon.

3.2.5 Password Reset Confirmation

A confirmation message is displayed, as illustrated in Figure 28, and an email with the temporary password is sent to the user's email address.

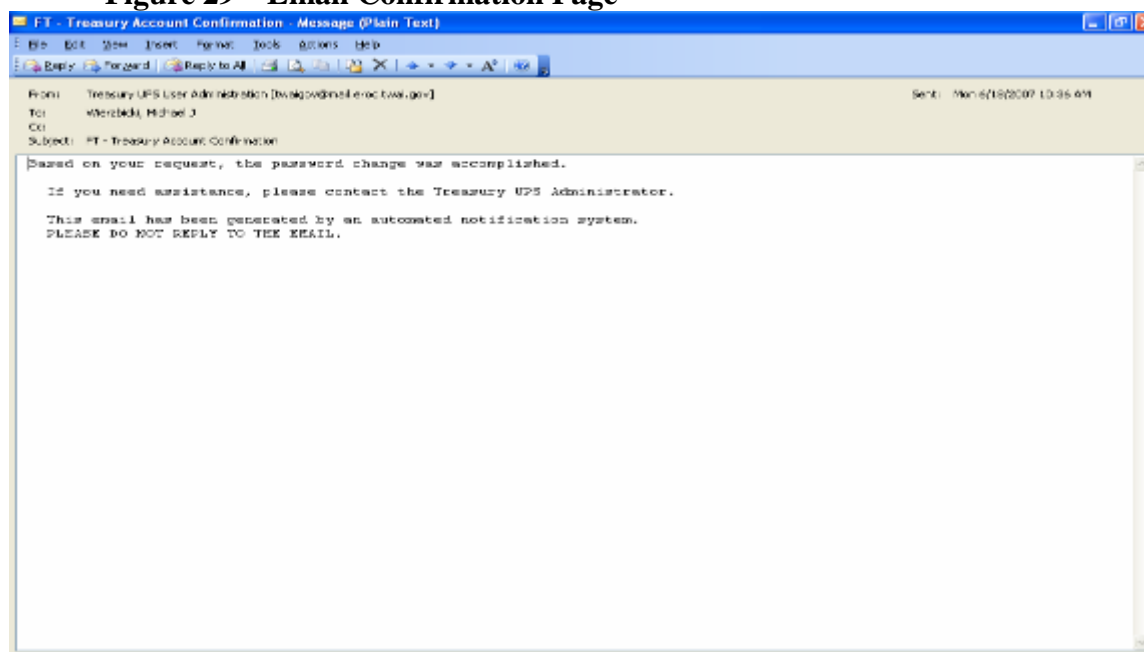
Figure 28 Treasury UPS — Password Reset Confirmation



3.2.6 E-Mail Confirmation

After clicking “Finish” in the previous step, you should receive an e-mail similar to the one shown in Figure 29, stating that your password has been changed successfully.

Figure 29 – Email Confirmation Page



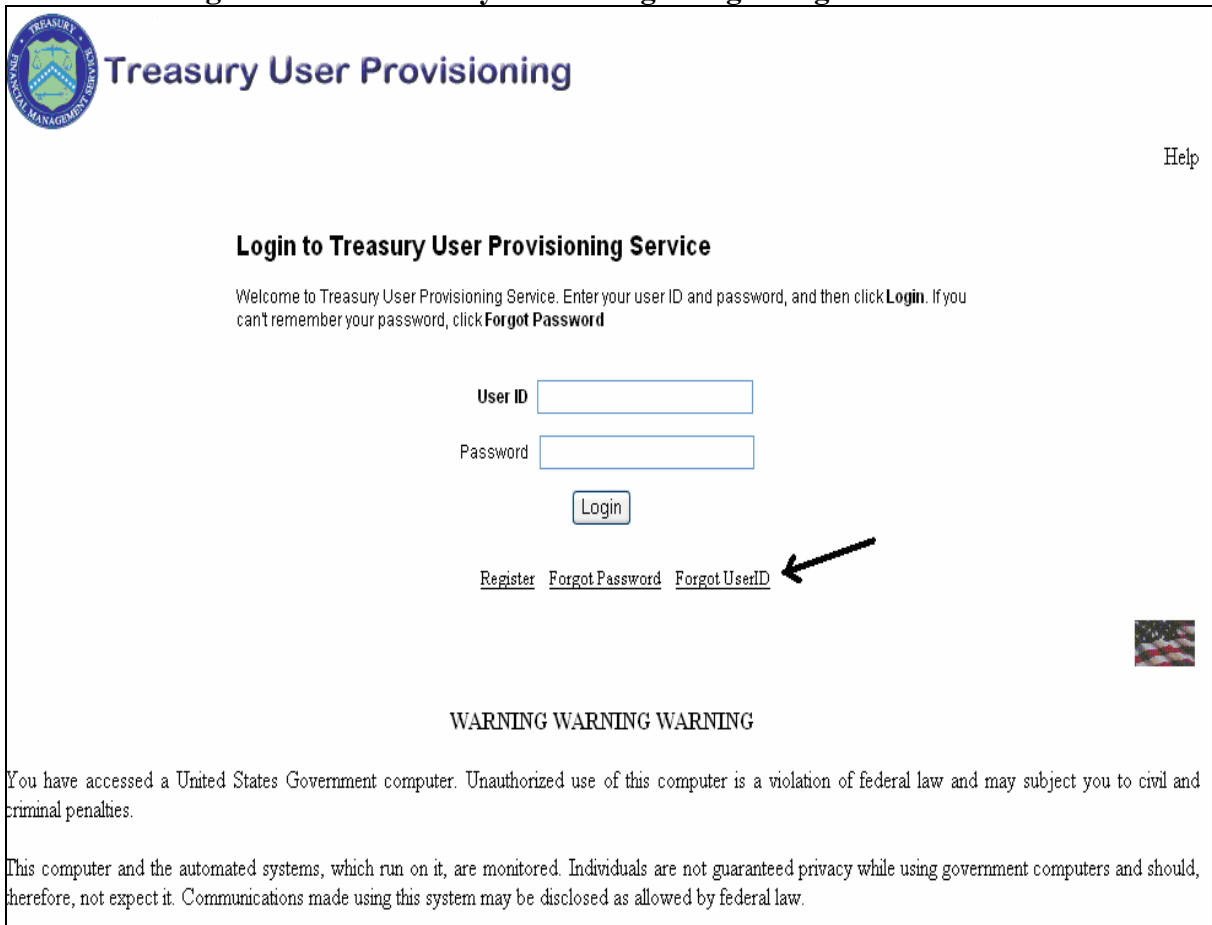
Use Of Forgot User ID Functionality


This section provides the steps involved to request a User ID when the user forgets the User ID.

3.2.7 Forgot User ID Functionality

Click the “Forgot User ID” link on the UPS login page, as illustrated in Figure 28.

Figure 28 Treasury UPS — Login Page Forgot User ID Link



 **Treasury User Provisioning**


[Help](#)


Login to Treasury User Provisioning Service

Welcome to Treasury User Provisioning Service. Enter your user ID and password, and then click **Login**. If you can't remember your password, click **[Forgot Password](#)**

User ID

Password

[Register](#) [Forgot Password](#) [Forgot UserID](#) 



WARNING WARNING WARNING

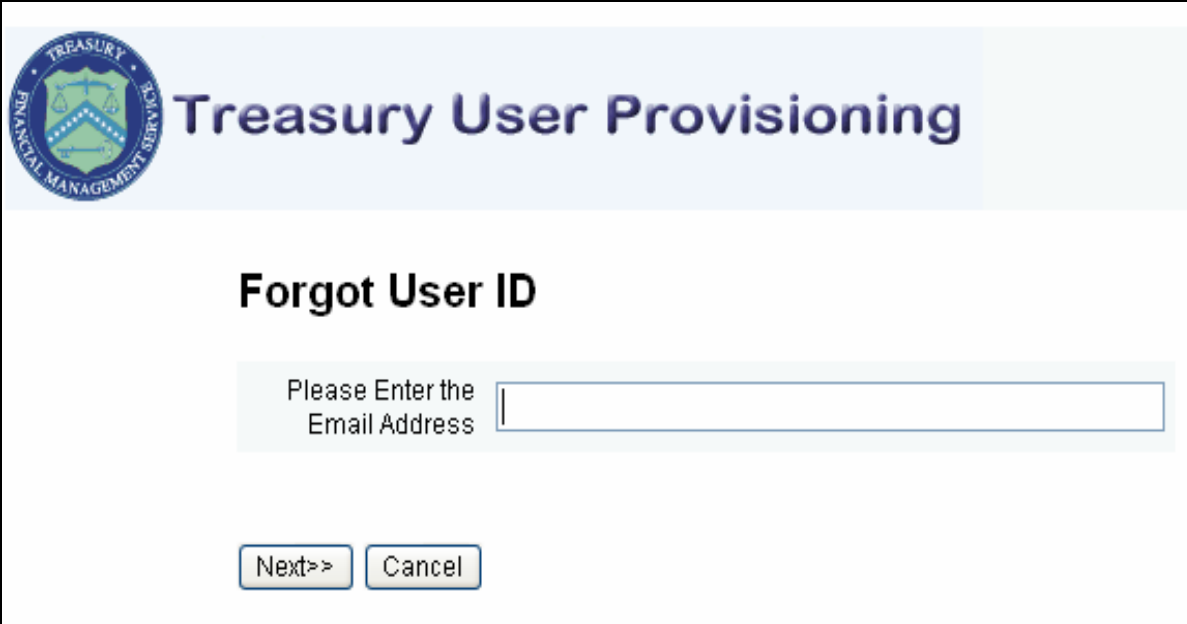
You have accessed a United States Government computer. Unauthorized use of this computer is a violation of federal law and may subject you to civil and criminal penalties.

This computer and the automated systems, which run on it, are monitored. Individuals are not guaranteed privacy while using government computers and should, therefore, not expect it. Communications made using this system may be disclosed as allowed by federal law.

3.2.8 Enter E-mail Address

The user is required to enter the email address and click the “Next” button, as illustrated in Figure 29.

Figure 29 Treasury UPS — Forgot User ID

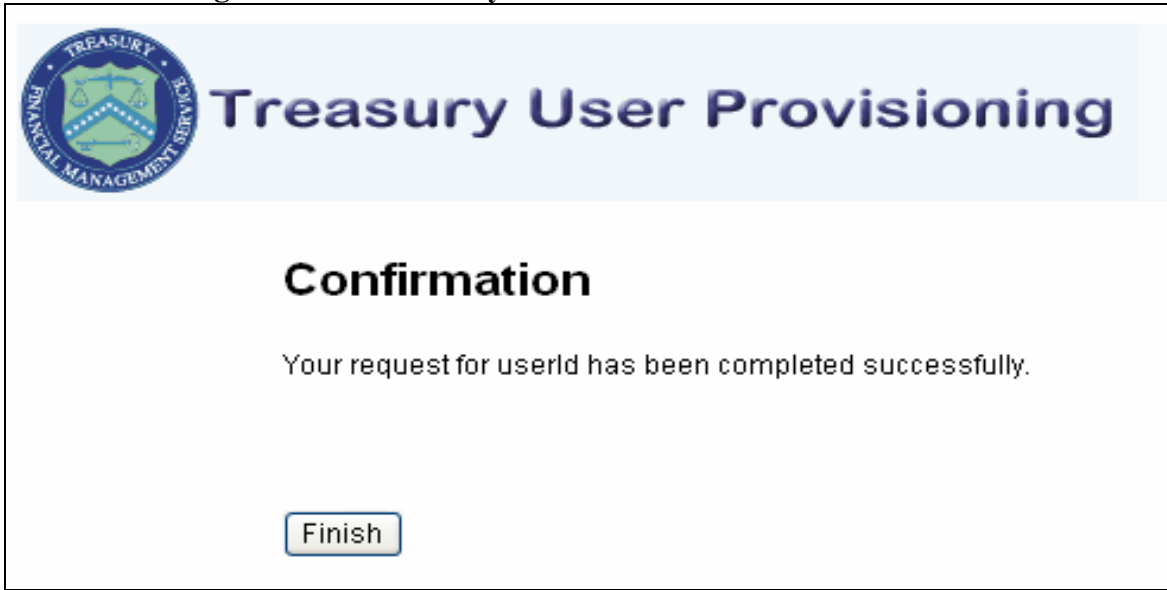


The screenshot shows a web interface for 'Treasury User Provisioning'. At the top left is a circular logo with a shield and scales, surrounded by the text 'TREASURY' and 'FINANCIAL MANAGEMENT SERVICES'. To the right of the logo, the title 'Treasury User Provisioning' is displayed in a large, bold, blue font. Below this, the heading 'Forgot User ID' is centered in a bold black font. Underneath the heading, there is a light blue rectangular box containing the text 'Please Enter the Email Address' followed by a text input field. At the bottom of the form, there are two buttons: 'Next>>' and 'Cancel'.

3.2.9 User ID Reset Confirmation

A confirmation message is displayed, as illustrated in Figure 30, and an email with the User ID is sent to the user's email address.

Figure 30 Treasury UPS – User ID Reset Confirmation



Re-Certification

Account Consolidation

CR 184 – Allow an Administrator to Change User ID Information

4.0 ADMINISTRATIVE CAPABILITIES

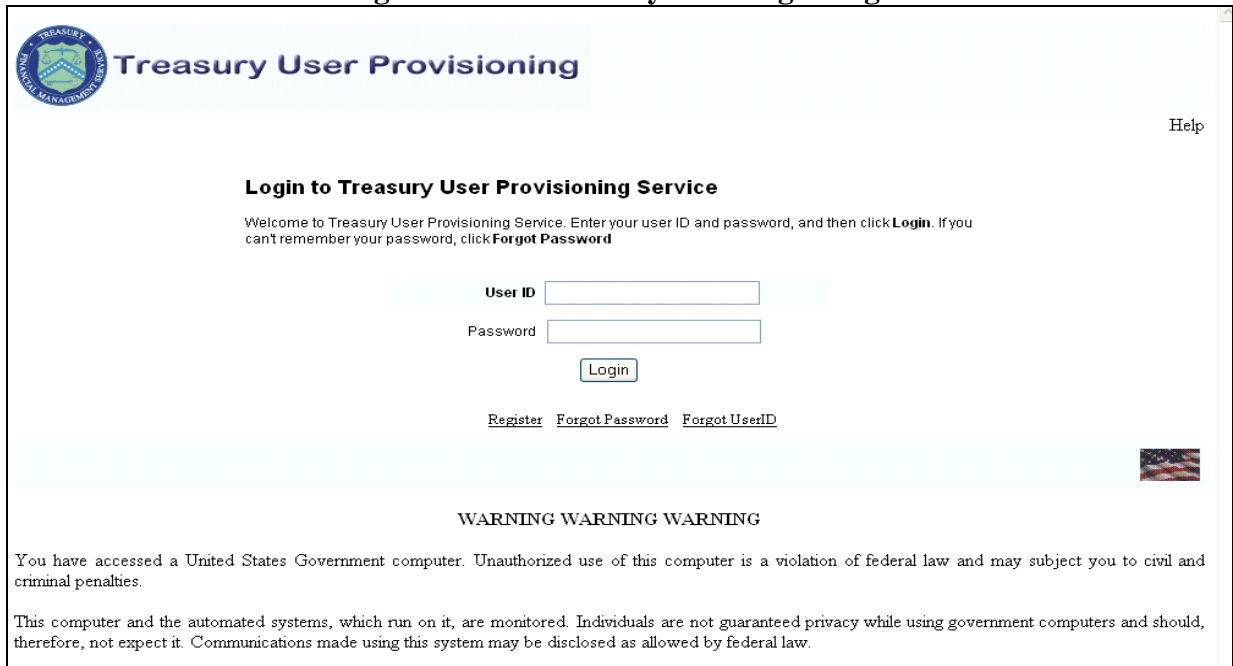
This section describes some of the tasks that can be performed by application administrators.

4.1 Login To UPS

In order to perform administrative tasks, you first must login with an administrator account.

Figure 31 illustrates the Treasury UPS Login Page.

Figure 31 Treasury UPS Login Page



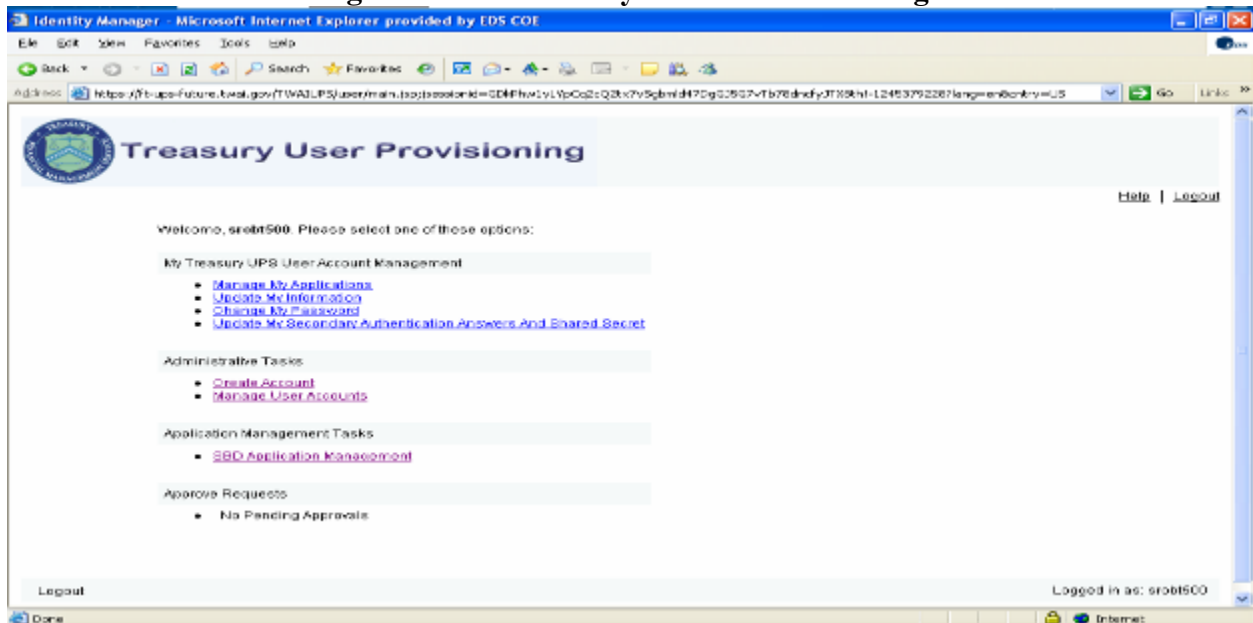
The screenshot shows the Treasury User Provisioning Login Page. At the top left is the Treasury Department seal. The title "Treasury User Provisioning" is in the top left. A "Help" link is in the top right. The main heading is "Login to Treasury User Provisioning Service". Below it, a welcome message states: "Welcome to Treasury User Provisioning Service. Enter your user ID and password, and then click **Login**. If you can't remember your password, click **Forgot Password**". There are two input fields: "User ID" and "Password". A "Login" button is below the "Password" field. Below the button are three links: "Register", "Forgot Password", and "Forgot UserID". A small American flag is on the right. A "WARNING WARNING WARNING" section follows, with text about unauthorized use of government computers and privacy monitoring. At the bottom, it says "Logged in as: srobt500".

4.1.1 Manage User Accounts

On the Welcome Page under the “Administrative Tasks” section, click on the “Manage User Accounts” Link

Figure 32 illustrates the Treasury UPS Welcome Page

Figure 32 Treasury UPS — Welcome Page



The screenshot shows the Treasury User Provisioning Welcome Page. At the top left is the Treasury Department seal. The title "Treasury User Provisioning" is in the top left. A "Help" link is in the top right. The main heading is "Welcome, srobt500. Please select one of these options:". Below it are four sections: "My Treasury UPS User Account Management" with links "Manage My Applications", "Update My Information", "Change My Password", and "Update My Secondary Authentication Answers And Shared Secret"; "Administrative Tasks" with links "Create Account" and "Manage User Accounts"; "Application Management Tasks" with link "SRO Application Management"; and "Approve Requests" with link "No Pending Approvals". At the bottom, it says "Logged in as: srobt500".

4.1.2 Find User

On the “Find User” page, type in the appropriate search criteria (UserID, Name or E-Mail Address) and click on “Find”.

Figure 33 illustrates the Find User Page.

Figure 33 Find User Page

The screenshot shows a web browser window titled "Identity Manager - Microsoft Internet Explorer provided by FDS COE". The address bar shows a URL starting with "https://treasury-provisioning...". The page content includes the "Treasury User Provisioning" logo and the heading "Treasury UPS User Search". Below the heading, a message states: "To search for a user, enter the appropriate information into one or more of the following fields." The search form contains the following fields and controls:

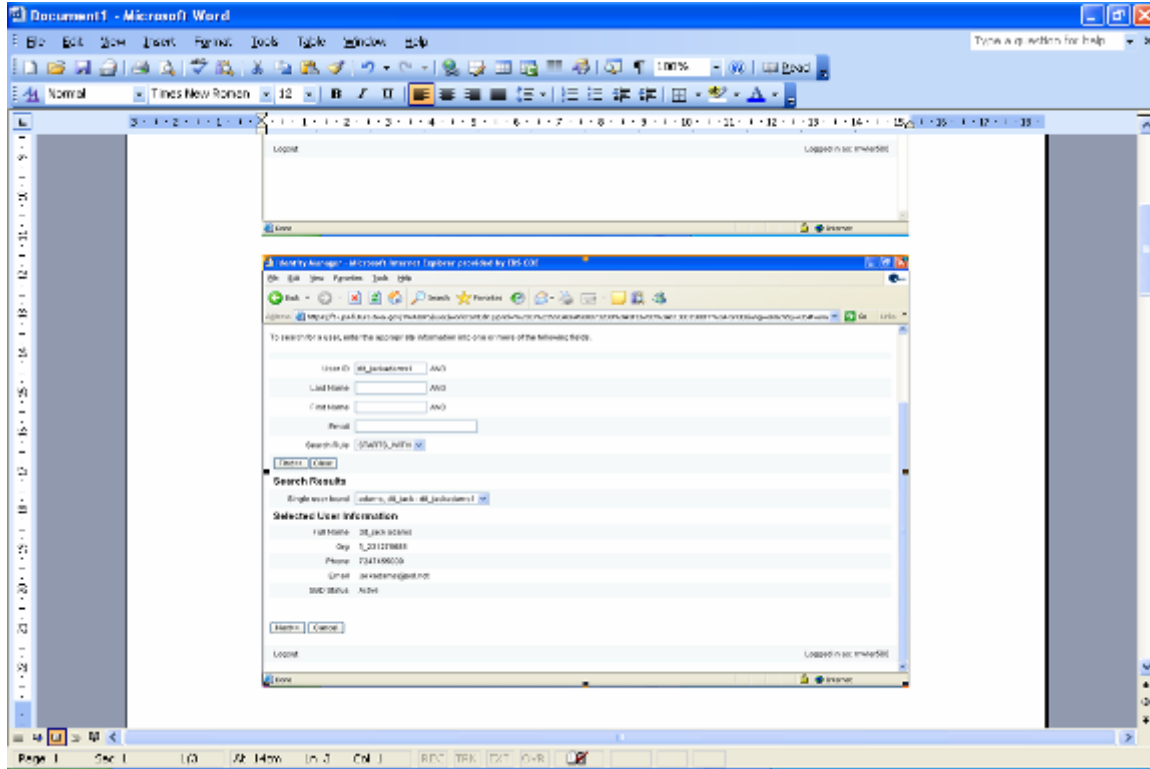
- User ID: AND
- Last Name: AND
- First Name: AND
- Email:
- Search Rule:

At the bottom of the form are three buttons: "Find", "Clear", and "Cancel". Below the form, the text "Logged in as: mrose500" is visible on the right side. The browser's status bar at the bottom shows "Done" and a security lock icon.

Select user from search results and click “Next”.

Figure 34 illustrates the “Find User Results” screen.

Figure 34 Find User Results Screen



4.1.3 Manage Treasury Account

Upon clicking “Next” on the Find Users Results screen, an administrator will see the “Manage Treasury Account” screen with three options:

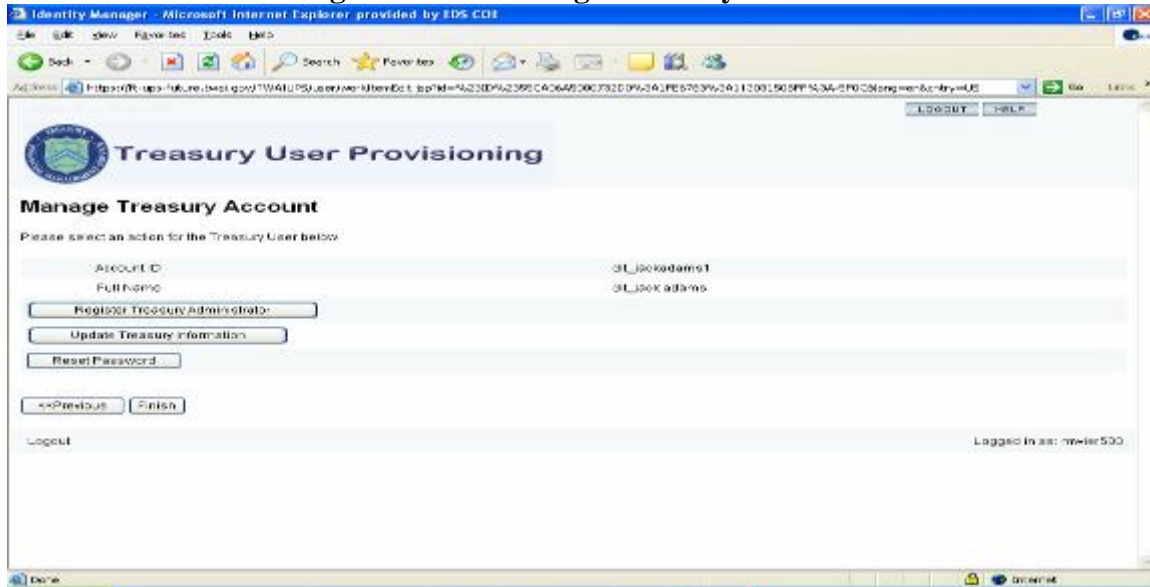
Register Treasury Administrator – Allows an administrator to assign an appropriate user with administrative rights.

Update Treasury Information – Allows an administrator to update users’ personal information such as Address, Phone Number, E-Mail address, etc.

Reset Password – Allows an administrator to reset users’ passwords.

Figure 35 illustrates the “Manage Treasury Account” screen.

Figure 35 Manage Treasury Account Screen

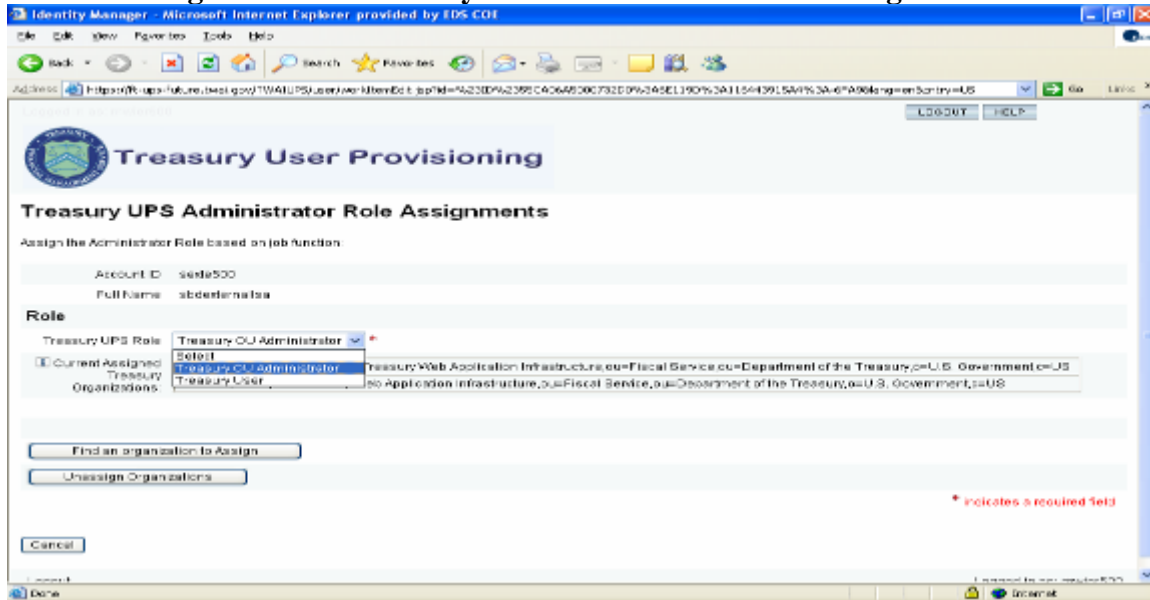


4.1.3.1 Register Treasury Administrator

If a user needs to have administrative rights, you can click on the “Register Treasury Administrator” button on the “Manage Treasury Account” screen. After this, you can select the “Treasury OU Administrator” option for the Treasury UPS Role and click on the “Find an Organization to Assign” button.

Figure 36 illustrates the “Treasury UPS Administrator Role Assignments” screen.

Figure 36 Treasury UPS Administrator Role Assignments Screen

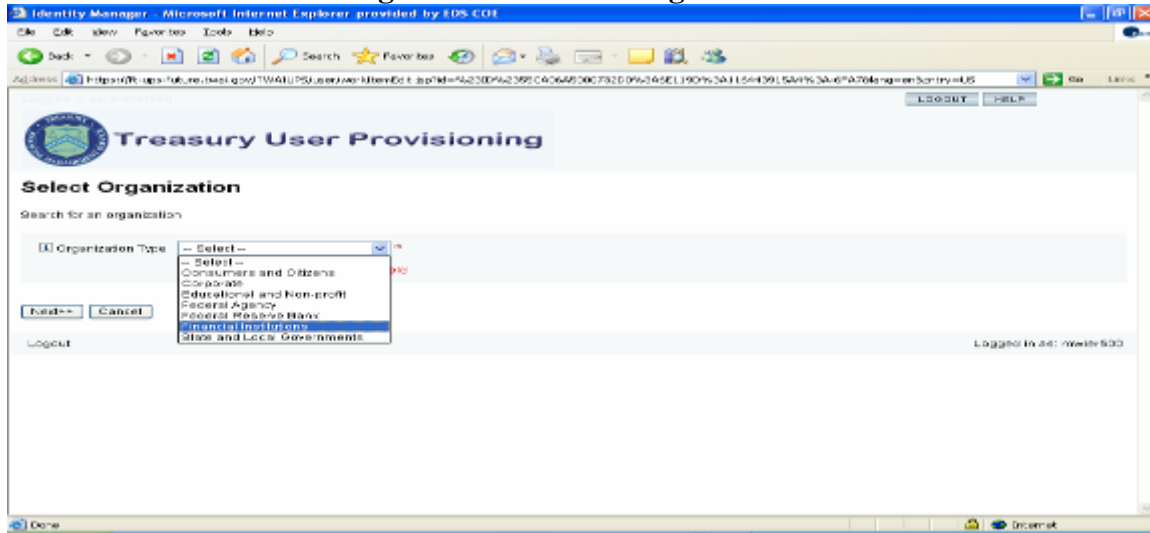


4.1.3.1.1 Select Organization

The next step is to choose an Organization for which a user should have administrative rights under.

Figure 37 illustrates the “Select Organization” screen and depicts all of the options that an administrator can choose.

Figure 36 Select Organization Screen



4.1.3.1.2 Select Organization – Page Two

The next Select Organization screen forces the administrator to enter the ABA Number or Organization Name to which the user should have administrative rights.

Figure 37 illustrates the second part of selecting an organization.

Figure 37 Select Organization Screen – Page Two

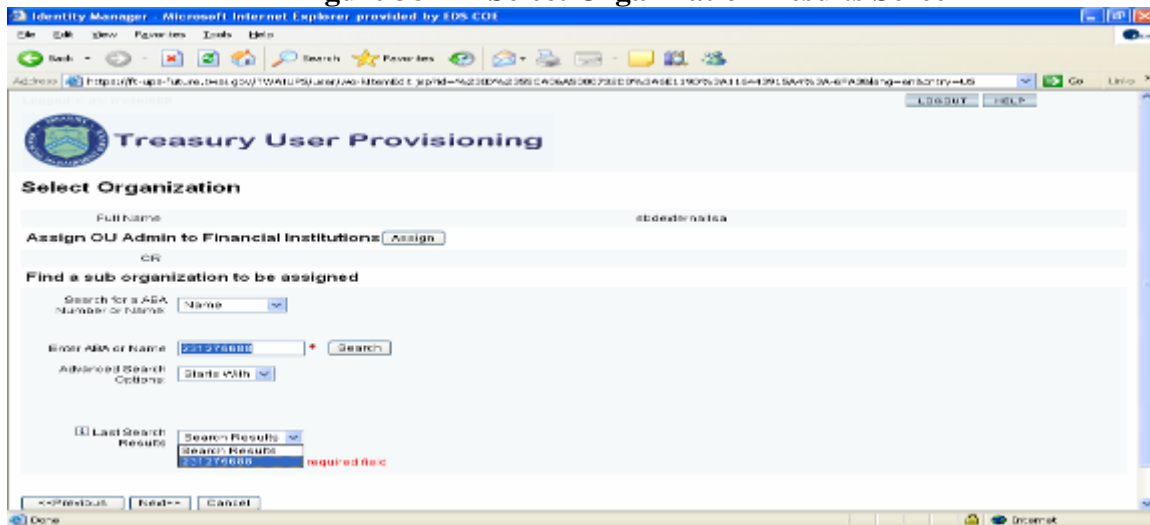


4.1.3.1.3 Select Organization Results

After entering the ABA Number or Organization Name, the results of your query will appear.

Figure 38 illustrates the results page after entering an ABA Number or Organization Name.

Figure 38 Select Organization Results Screen



4.1.3.1.4 Assigned Organizations Confirmation

After selecting the appropriate ABA Number or Organization Name, an “Assigned Organizations Confirmation” screen will be shown to confirm the organization of which the user will have administrative rights for.

Figure 39 illustrates the Assigned Organizations Confirmation screen.

Figure 39 Select Organization Results Screen

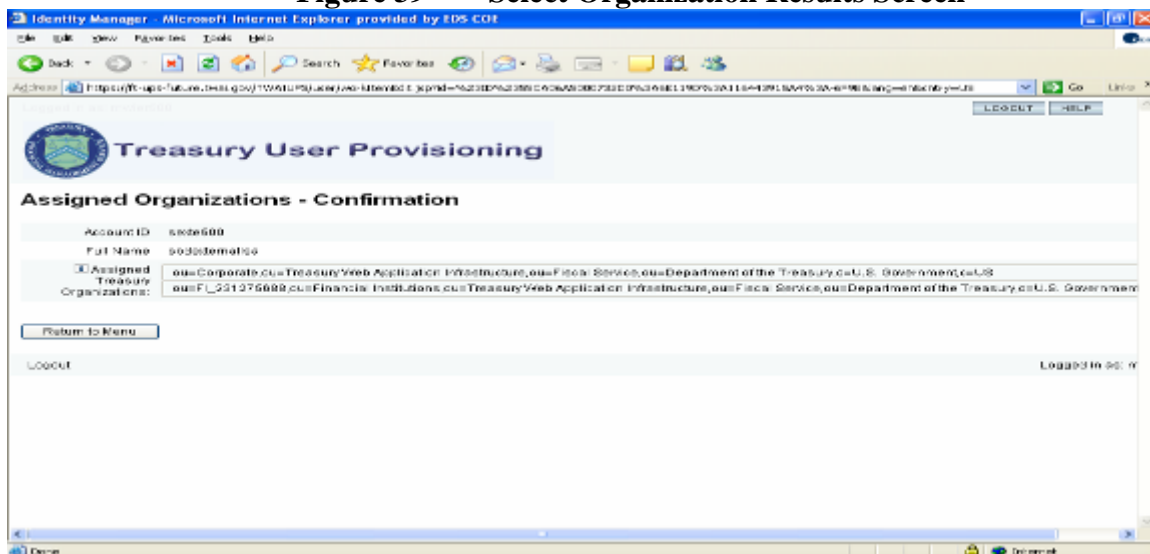
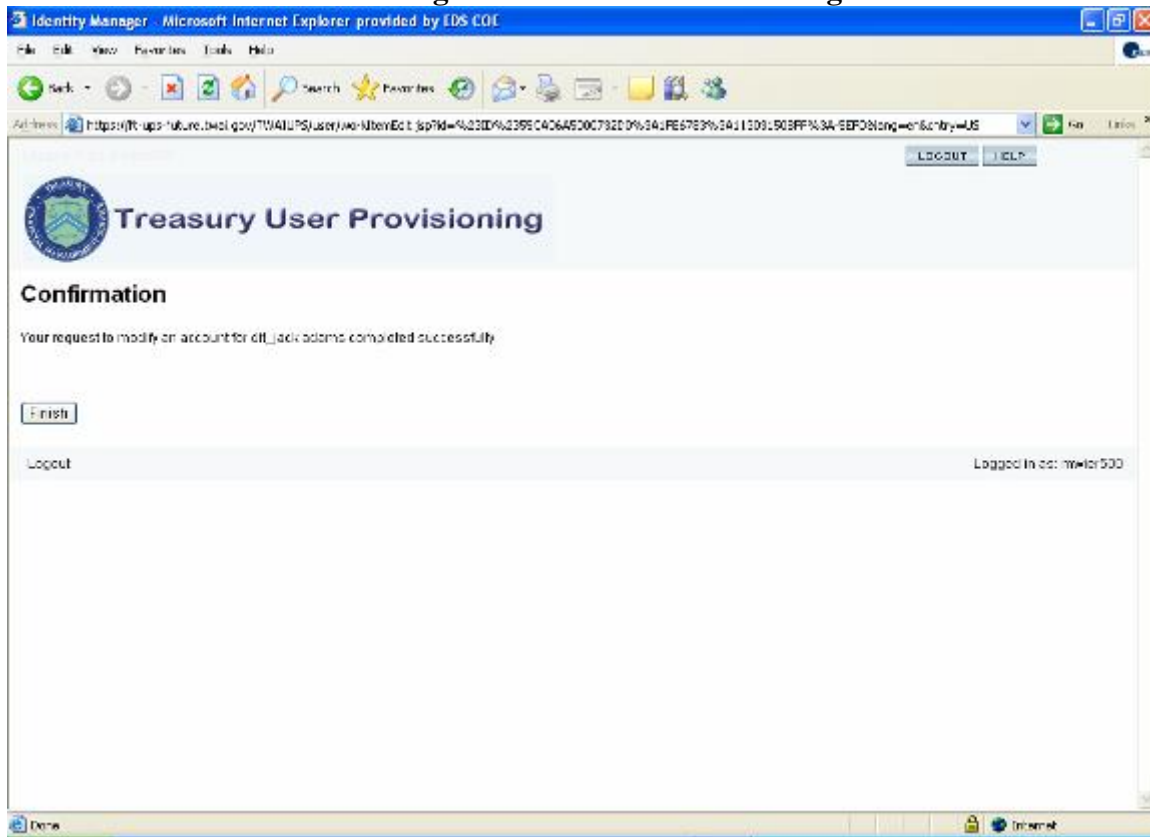


Figure 41 illustrates the Confirmation Page.

Figure 41 Confirmation Page



4.1.3.4 Reset Password

If an administrator needs to reset a user's password, he/she can do so by clicking on the "Reset Password" button on the "Manage Treasury Account" screen. Upon clicking on this button, an administrator will be prompted to select a means to convey the password to the user. An administrator can choose from one of the following options:

E-Mail – An e-mail is sent with the new password to the user.

Postal Mail – The password is sent to the user's mailing address.

Telephone – The password is displayed on the screen to the administrator where he/she can relay the password over the telephone.

Figure 42 illustrates the Authentication Information Page that is displayed when an administrator attempts to reset a user's password.

Figure 42 Authentication Information Page

5.0 ACCOUNT CONSOLIDATION

The initial account consolidation process is handled by the LDAP team through written scripts. The business owners of each application involved will provide the LDAP team with the accounts that will need to be consolidated. Accounts will be merged based on certain criteria discussed prior between the LDAP team and the business owner. Possible scenarios and outcomes of the merged accounts are defined in the table below:

Merged Account FMS Standard Account	Merge Account I	Merge Account II	Merge Account III
FMSStdAcct	acctID1	acctID2
acctIDFMSStd	acctIDFMSStd	acctID2
acctIDFMSStd	acctID1	acctIDFMSStd	...
acctIDFMSStd	acctIDFMSStd	acctIDFMSStd	...

The LDAP team will merge the accounts and an FMS standard account (FLLLL599) will either be created or updated if one already exists. For example, in the first scenario in the above table, two non-standard FMS accounts exist for the user. These two non-standard FMS accounts are merged into a new FMS-standard account. In the second and third scenarios, the user has one FMS-standard account and one non-standard FMS account. The information contained in the two accounts will be merged, but the existing FMS-standard account will be used as the newly created merged account. In the fourth scenario, the user has two FMS-standard accounts. The information contained in the two accounts will be merged and the id listed as Merge Account I in the input file will be used as the merged account.

Once the LDAP script mentioned above is executed and a user included in the script attempts to login to his/her application, he/she will be redirected to UPS where he/she must login.

Figure 43 illustrates a user logging into his application (in this case, it is TT&L Plus).

Figure 43 TT&L Plus Login Page

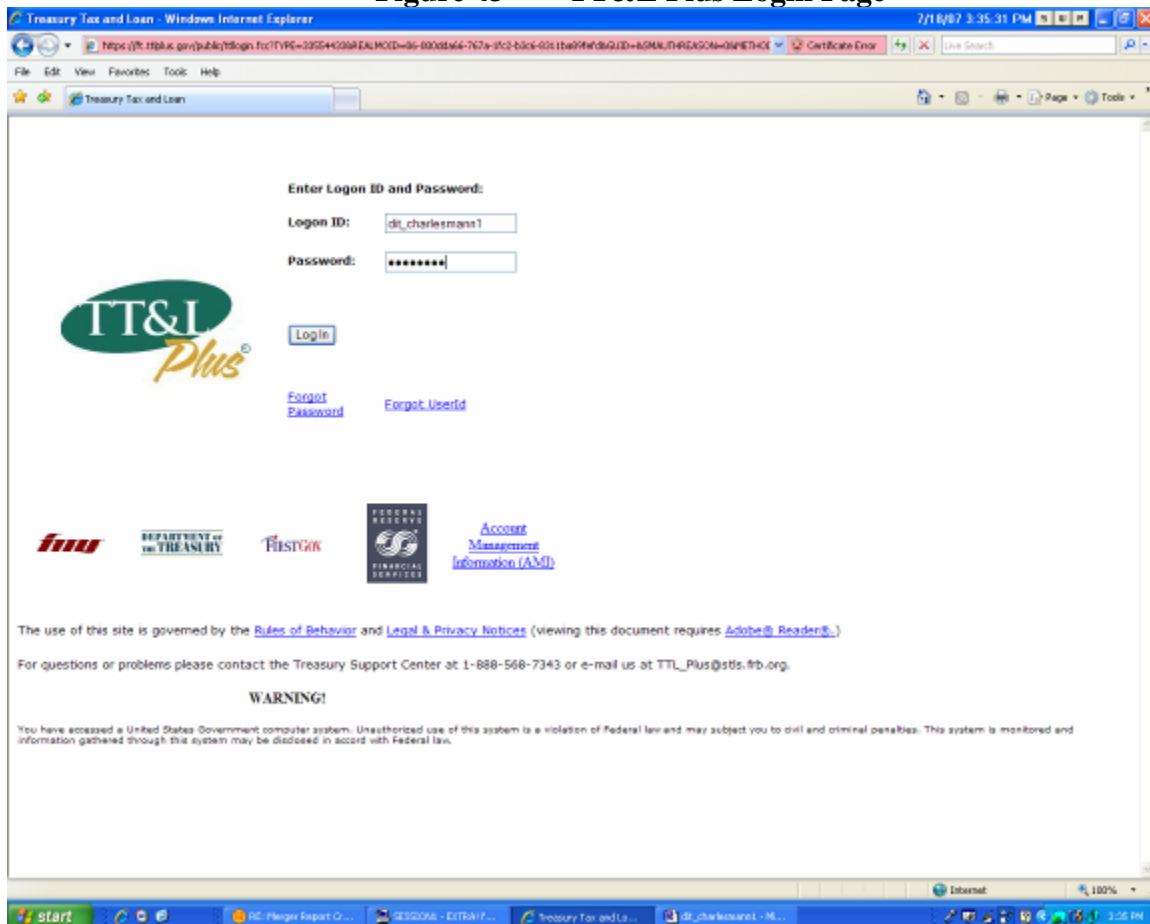
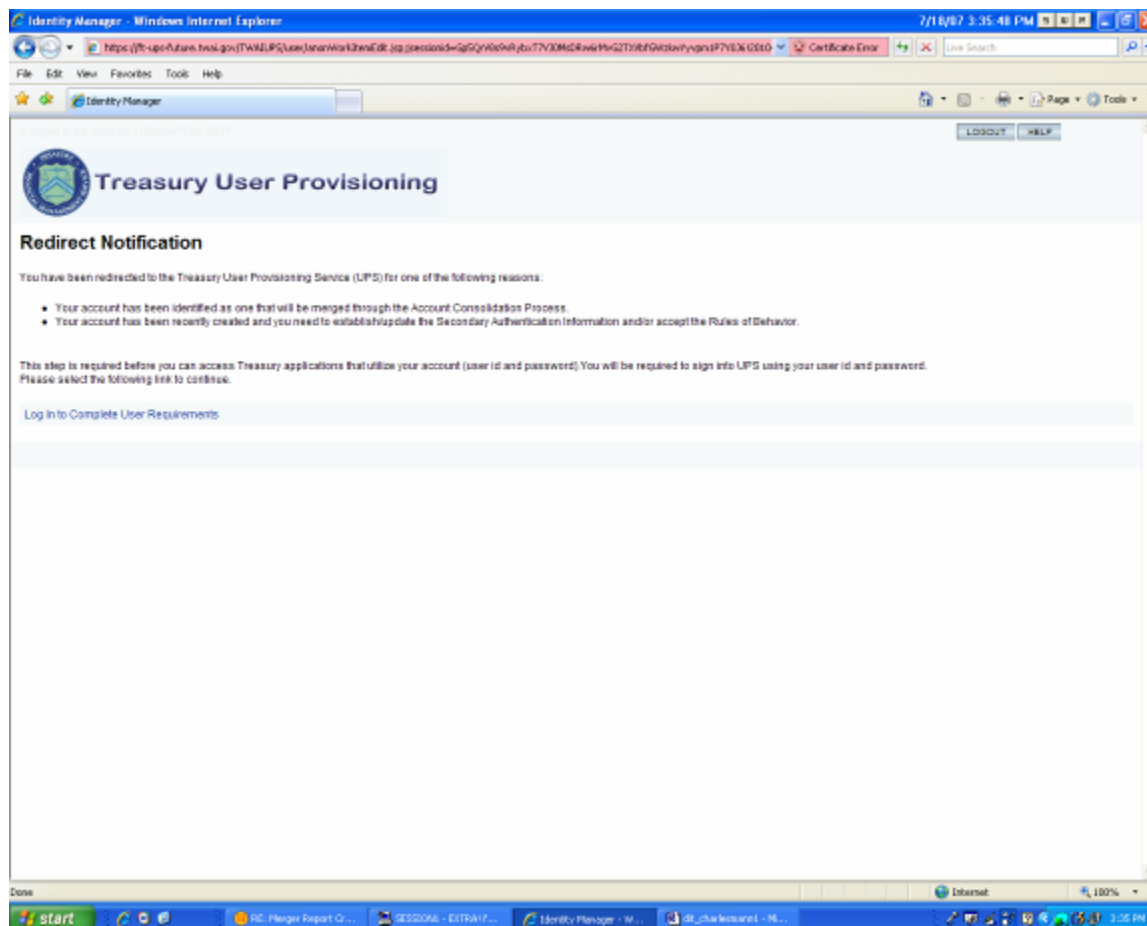


Figure 44 illustrates the Redirection Notification page.

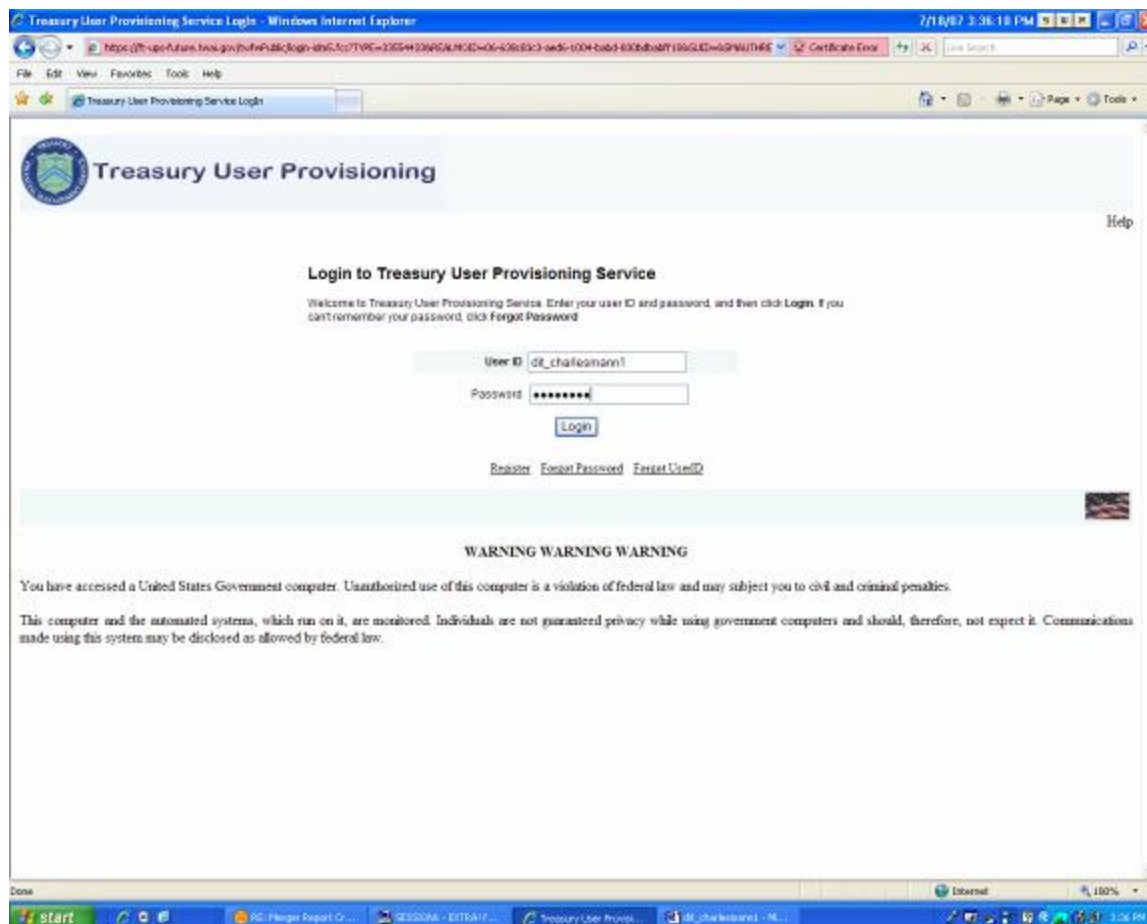
Figure 44 Redirection Notification



After clicking on the link provided in the Redirection message, a user will be prompted to login to UPS.

Figure 45 illustrates the UPS Login Page.

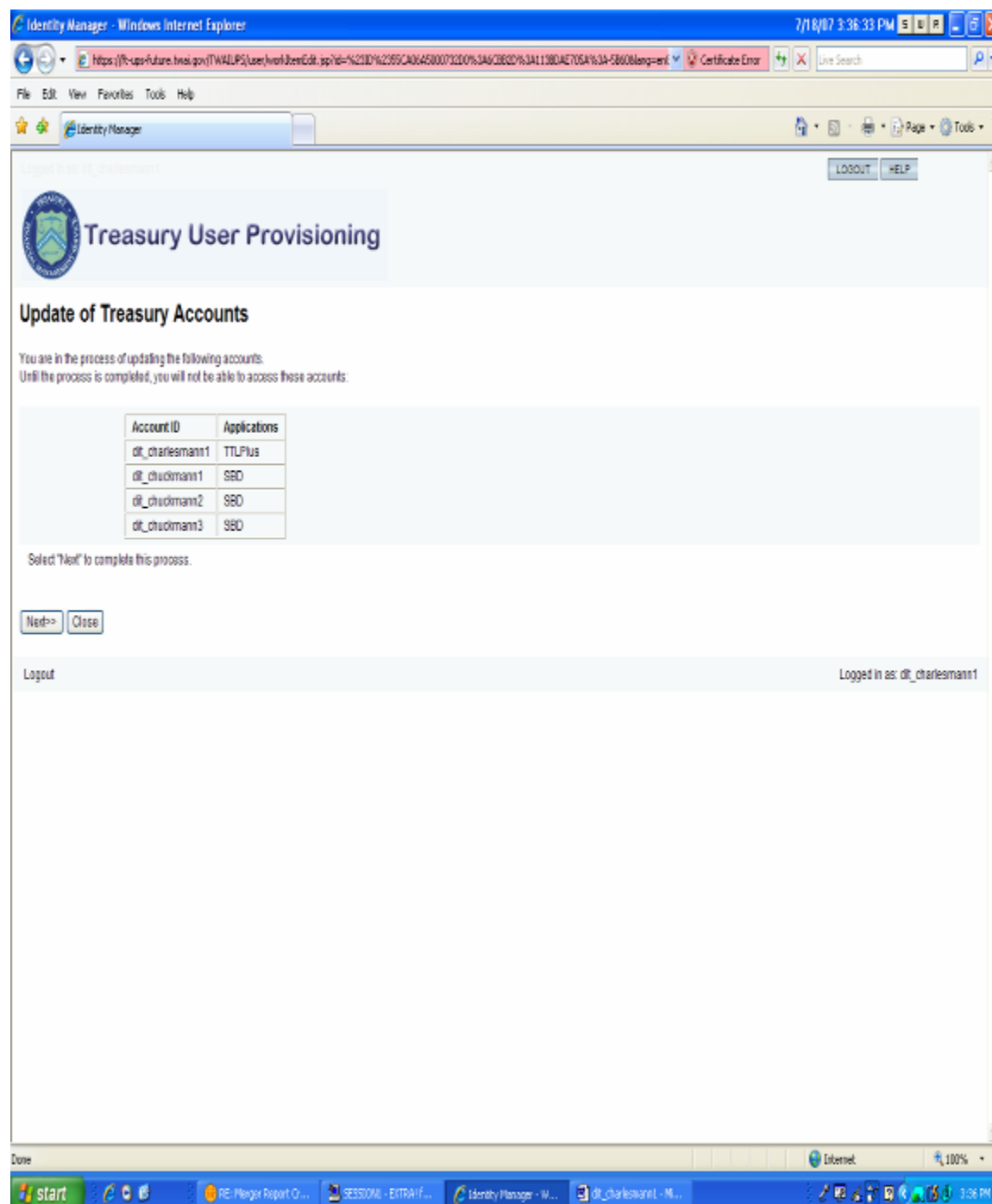
Figure 45 **UPS Login Page**



Upon logging into the UPS application, a user will be prompted with a screen that shows all of the accounts that will be consolidated into one.

Figure 46 illustrates the “Update of Treasury Accounts” screen.

Figure 46 Update of Treasury Accounts Page



Upon clicking “Next”, a user will be prompted to review his/her personal information, including demographic information. This information is taken from the most recently created account for that user.

Figure 47 illustrates the “Update Personal Information” screen

Figure 47 Update Personal Information Page

Identity Manager - Windows Internet Explorer

https://tr-user-provisioning.fws.gov/

File Edit View Favorites Tools Help

Identity Manager

Logout Help

Treasury User Provisioning

Update Personal Information

User Identification

Treasury User ID: dmann100

First Name: dl_chuck

M.I.:

Last Name: mann

E-Mail Address: cmann@bbq.com

Job Title: Data Entry

Company Name: CM Bank

Generation:

Select a Country: UNITED STATES

Building Location Code:

Business Address: 441 St Louis

Business Address2:

Room Number:

City: St Louis

Select a State: MISSOURI

Zipcode: 62100

PO Box:

Office Phone Number (only numbers is allowed): 222222222

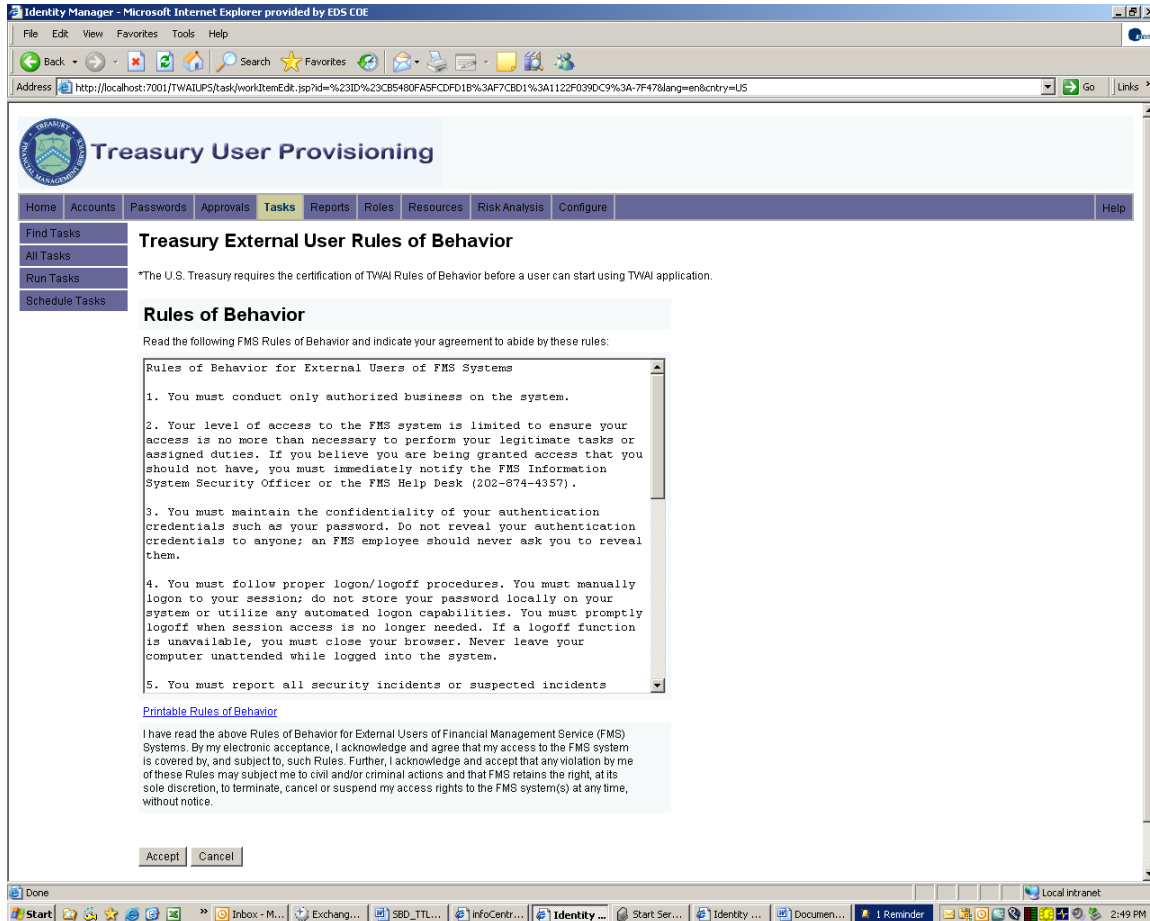
Extension (only numbers is allowed):

Alternative Telephone Number:

After clicking “Next” on the Personal Information page, a user will be prompted to accept the Treasury External User Rules of Behavior (RoB). It is important to note that it does not matter if a user has accepted the RoB previously.

Figure 48 illustrates the “Treasury External User Rules of Behavior” screen.

Figure 48 Rules of Behavior Page



After clicking on “Accept” for the RoB, a user will be required to answer Secondary Authentication Questions and supply a shared secret, regardless if he/she has done this for any of his/her old accounts.

Figure 49 illustrates the SAQ and Shared Secret screen.

Figure 49 Answer SAQ and Shared Secret Page

Treasury User Provisioning

Answer Secondary Authentication Questions And Shared Secret

You are required to answer a minimum of 8 questions and answer the shared secret. Secondary Authentication Answers will be converted to upper-case automatically.

Account ID	dmann500
Who is your favorite actor/actress?	<input type="text" value="test"/>
What is your lucky number?	<input type="text" value="test"/>
What is your favorite TV show?	<input type="text" value="test"/>
What is your favorite animal?	<input type="text" value="test"/>
What is your favorite car?	<input type="text" value="test"/>
What is your favorite color?	<input type="text" value="test"/>
What is your favorite movie?	<input type="text" value="test"/>
Who is your favorite singer?	<input type="text" value="test"/>
What is your favorite food?	<input type="text"/>
Where do you like to vacation?	<input type="text"/>

AND

Please enter a shared secret. This value will be used to validate your identity should you require assistance in re-setting your password. Although this value is a secret, it is OK to reveal the value to an administrator when resetting your account.

Shared Secret:

Shared Secret Policy:

- *Must be at least 8 characters long
- *Must contain only alphanumeric characters
- *There can be a maximum of three consecutive characters

Once these answers are provided and the user clicks “Next”, he/she will be directed to a Password Confirmation page. On this page, the user’s newly merged account will be displayed and he/she will be prompted to enter and confirm a new password.

Figure 50 illustrates the “Password Confirmation” screen.

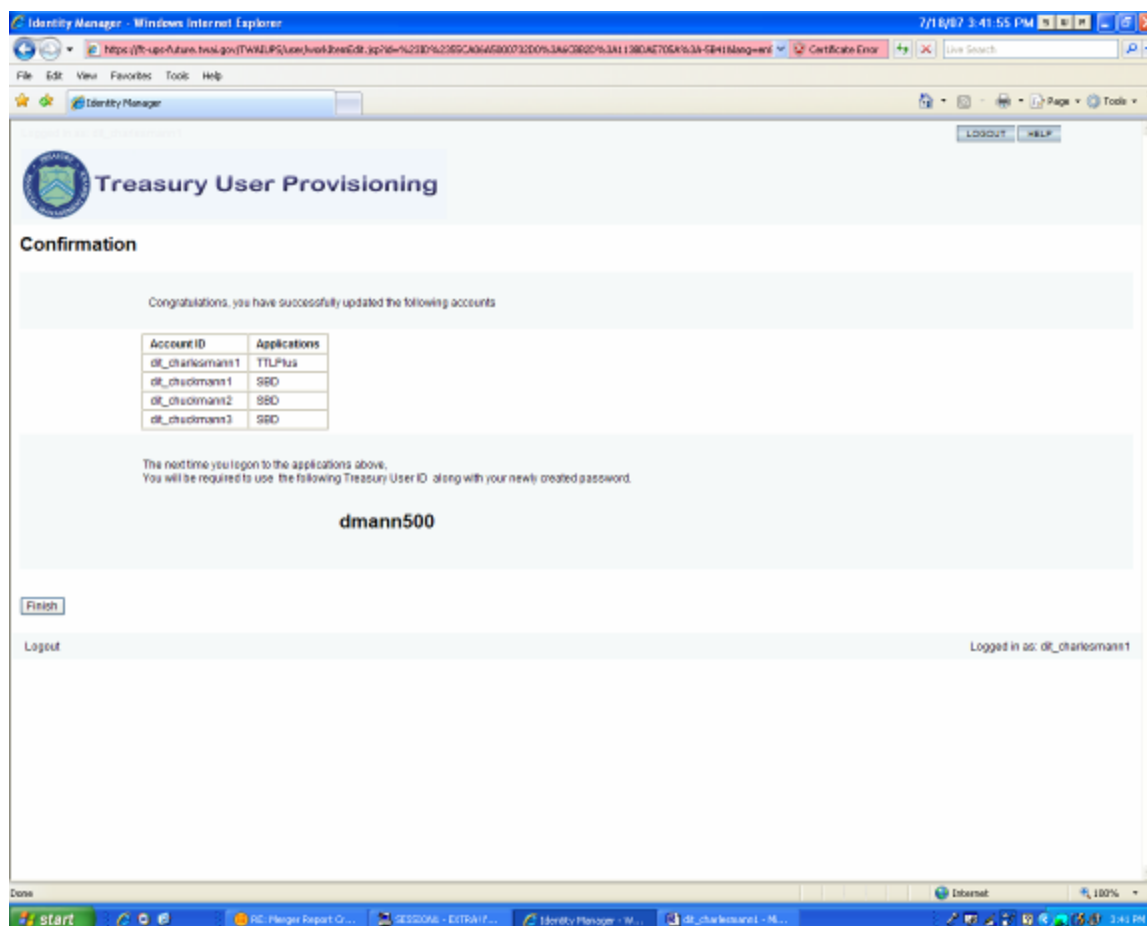
Figure 50 Password Confirmation Page

The screenshot shows a web browser window titled "Identity Manager - Windows Internet Explorer". The address bar displays a URL starting with "https://tr-user-provisioning.fws.gov/". The page header includes the "Treasury User Provisioning" logo and the title "Password Confirmation Page". Below the title, a message states: "Please enter and confirm your new password below". The form contains three input fields: "User ID:" with the value "dmann600", "New Password:" with masked characters "*****", and "Confirm Password:" with masked characters "*****". Each field has a red asterisk to its right. Below the form, a "Password Policy:" section lists requirements: "Must be at least 8 characters long", "Must contain at least one upper case letter and at least one lower case letter", "Must contain at least one number", and "There can be a maximum of two consecutive characters". A red note states "* indicates a required field". At the bottom of the form are buttons for "<<Previous", "Next>>", and "Cancel". The page footer includes a "Logout" link and the text "Logged in as: dm_charlesmann1". The Windows taskbar at the bottom shows the start button and several open applications.

After a user clicks on “Next”, he/she will be directed to a Confirmation Page. This confirmation page will reiterate to the user which accounts have been consolidated and it will display the user’s newly created merged account.

Figure 51 illustrates the Account Consolidation Confirmation screen.

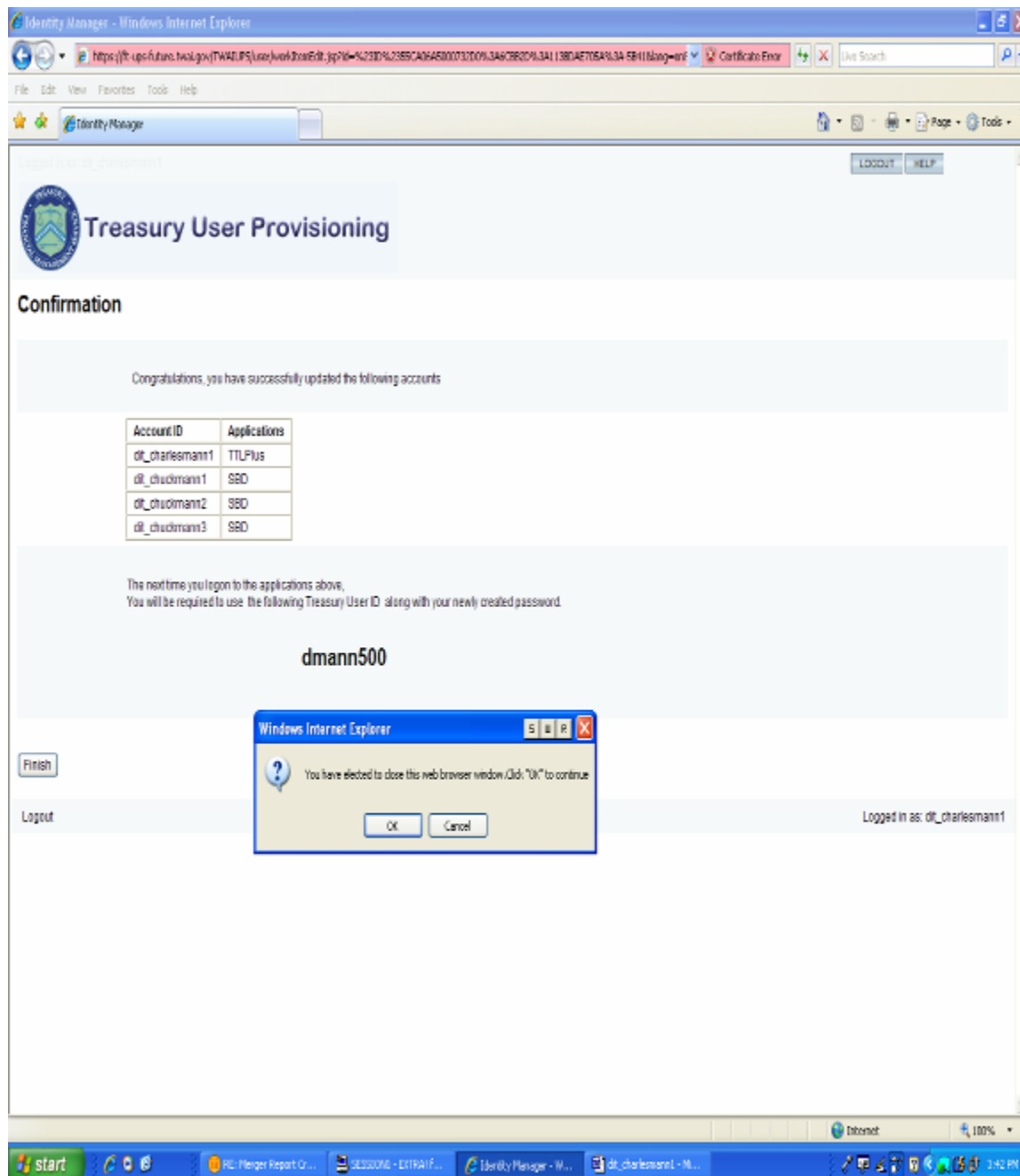
Figure 51 Confirmation Page



Upon clicking on the “Finish” button, the user will be prompted with a message stating that the web browser session will be closed.

Figure 52 illustrates the Windows IE dialogue box prompting the user that the web browser will close.

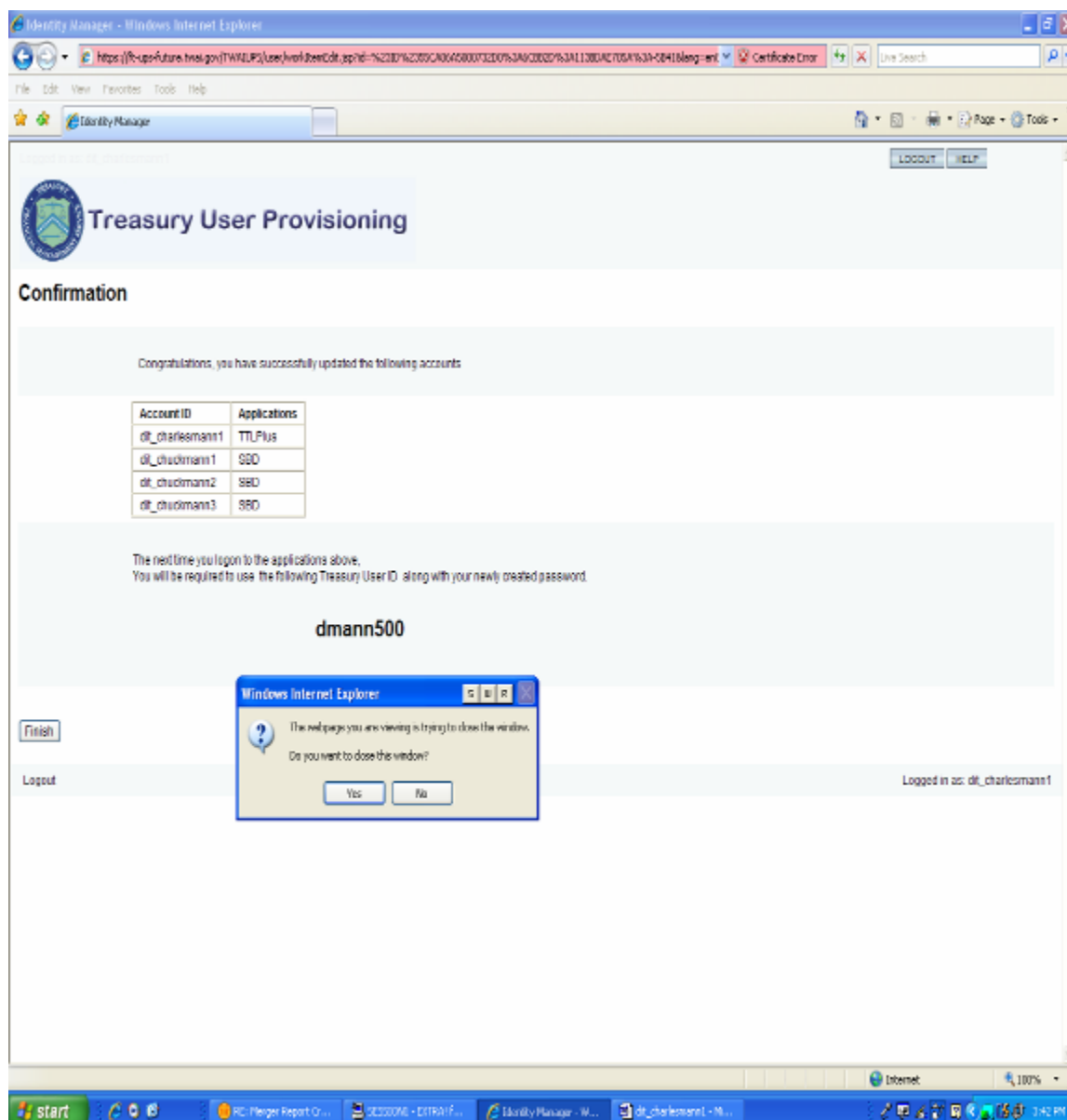
Figure 52 Windows IE Dialogue Box



After clicking OK, another pop-up message will be displayed stating that the current webpage will be closed.

Figure 53 illustrates another Windows IE dialogue box.

Figure 53 Windows IE Dialogue Box



Clicking “Yes” marks the end of the account consolidation process. At this point in time, if a user desires to log back in to UPS or his/her application, he/she must open up a new web browser session.

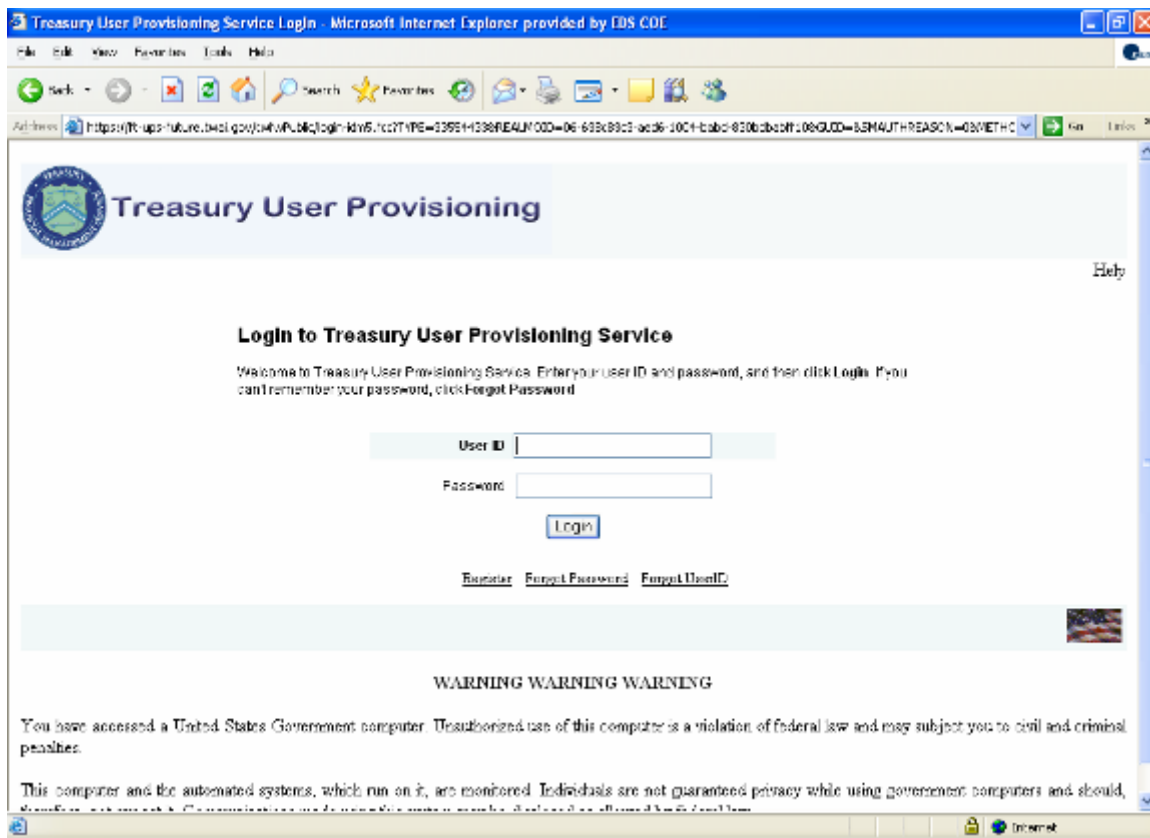
6.0 Re-Certification

The following section describes the annual re-certification process customized to the Savings Bonds Direct (SBD) application. At a minimum, it will depict the screen shots a user will encounter when attempting to re-certify application users.

The Information Systems Security Officer (ISSO) is assigned the ISSO role in UPS by a TWAI UPS Administrator. This is the initial step to the re-certification process. The SBD CBAF will provide the TWAI UPS team with the user id for its ISSO. Once the ISSO has been seeded by the TWAI UPS team, he/she will login to the UPS login screen. It should be noted that the ISSO will not have application access and as such, he/she should login directly to the UPS application rather than logging into the SBD application.

Figure 54 illustrates the UPS Login Screen.

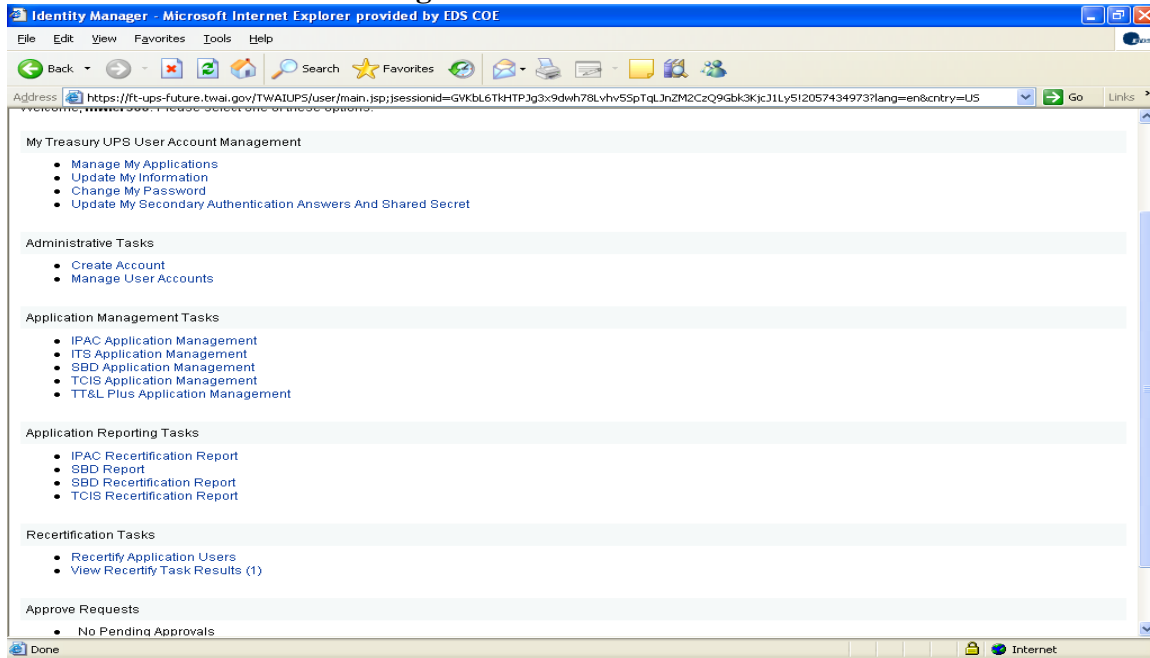
Figure 54 UPS Login Screen



Upon logging into UPS, the ISSO will see a “Recertification Tasks” section on the UPS Welcome screen. In order to kickoff the re-certification process, the ISSO must re-certify all of the High Level Certification Officers (HLCOs) (For SBD purposes, HLCOs map to the SBD Security Administrators (Role = 0)). This is done by clicking on the “Recertify Application Users” link under the “Recertification Tasks” Section.

Figure 55 illustrates the UPS Welcome screen.

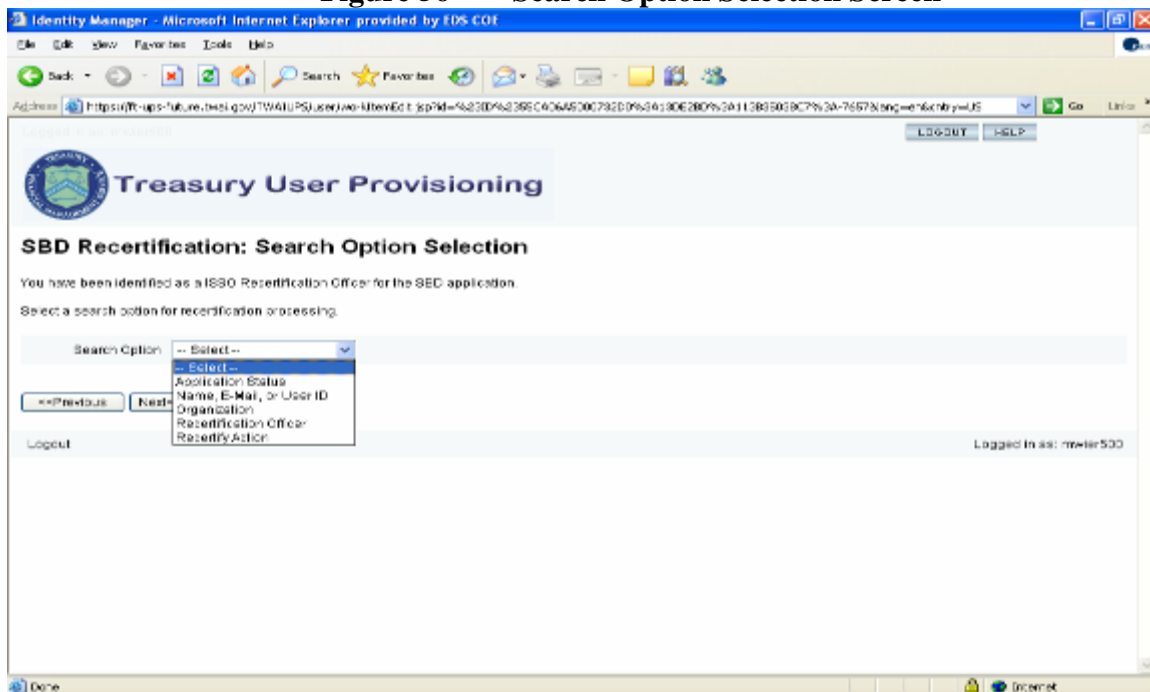
Figure 55 **UPS Welcome Screen**



The ISSO will see the “Search Option Selection” screen where he/she can find users that need to be re-certified by choosing one of the options available.

Figure 56 illustrates the “Search Option Selection” screen.

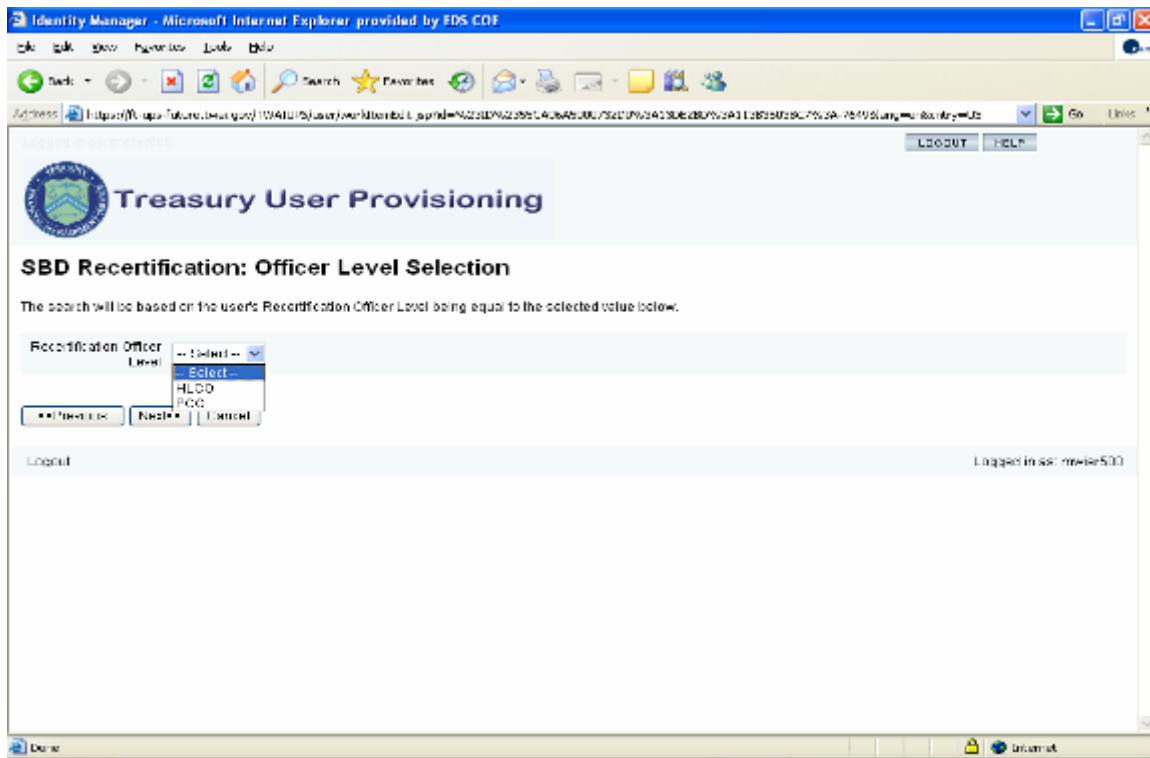
Figure 56 **Search Option Selection Screen**



In order for the ISSO to re-certify all of the HLCOs at one given time, the best search option to choose is the “Recertification Officer” option. After choosing this search option and clicking “Next”, the ISSO will see the Officer Level Selection screen.

Figure 57 illustrates the Officer Level Selection screen.

Figure 57 Officer Level Selection Screen



At this point, the ISSO will select “HLCO” and click “Next”, which will take him/her to the SBD User Recertification screen.

It should be noted that the “Recertify Action” for each user will be set to “Pending”. This value is set by a script run by the LDAP team and takes all users whose application status does not equal “Delete” and sets the flwsbRecertAction attribute to “Pending”.

Figure 58 illustrates the SBD User Recertification screen.

Figure 58 SBD User Recertification Screen

SBD User Recertification

Total Users: 88 Updated/Requested: 0 Certify: 0 Defer: 0 Revoke: 0 No Update: 88

Recertify Action	Name	E-Mail	User ID	SBD Status	Organization	SBD Role
Pending	twob test		twobn1	Active	026002532	0
Pending	Jennifer Sasek	jsasek@cle.frb.org	jennifersasek	Active	Bank of Cleveland	0
Pending	Tara Bolton	tbolton@cle.frb.org	terabolton	Active	Bank of Cleveland	0
Pending	Linda Carlisle	lcarlisle@cle.frb.org	lindacarlisle	Active	Bank of Cleveland	0
Pending	Linda Carlisle	lcarlisle@cle.frb.org	lindacarlisle1	Active	Bank of Cleveland	0
Pending	twob test02	peter.wuzanis@eds.com	twobtest02	Active	Bank of Cleveland	0

Next Page 1 of 15 Go To

At this point, the ISSO is ready to certify the HLCOs that need to be re-certified. He/she can perform an action on a user by selecting a value contained in the drop down box in the “Recertify Action” column. The four values are as follows:

Pending – This value is the default value set for all users marked to be re-certified.

Certify – This value should be chosen if a user needs to be re-certified.

Revoke – This value should be chosen if a user no longer works for SBD or should not have access to SBD. Once the preliminary closeout script is run, this user’s application status will be set to “Delete” and he/she will not be able to access the SBD application.

Defer – This value should be chosen if the Re-Certification Officer is unsure if the user should be re-certified. The value can be changed to “Certify” or “Revoke” at any time. However, once the preliminary closeout script has been run and the value is still set to “Defer”, these users’ application status will be set to “Delete” and he/she will not be able to access the SBD application. **NOTE:** Any user that is set to “Defer” must have a comment associated with it. A Re-Certification Officer can type in the comment in the text field provided under the Recertify Action.

Figure 59 illustrates the options for “Recertify Action”.

Figure 59 SBD User Recertification – Recertify Action Options Screen

The screenshot shows a web browser window titled "Identity Manager - Microsoft Internet Explorer provided by EDS COE". The address bar shows a URL starting with "https://apps.fdu.edu/...". The main content area is titled "SBD User Recertification". Below the title, there are statistics: "Total Users: 11", "Updates Requested: 0", "Defer: 0", "Revoke: 0", and "No Update: 11". A table lists users with columns: "Recertify Action", "Name", "E-Mail", "User ID", "SBD Status", "Organization", and "SBD Role". The "Recertify Action" column has a dropdown menu open, showing options: "Certify", "Select", "Defer", "Revoke", "Defer", and "Revoke". The table contains five rows of user data.

Recertify Action	Name	E-Mail	User ID	SBD Status	Organization	SBD Role
Certify	boamrml	boamrml@cle.fdu.org	boamrml	Active	101051044	10
Certify	Cleveland TestLBA	covlzen@cle.fdu.org	clevelandtestlba	Active	231275688	10
Certify	Tenny Adams	tenny.adams@cle.fdu.org	tennyadams7	Active	Bank of Cleveland	0
Certify	tenny boal	tboal@aol.net	tboal502	Active	Bank of Cleveland	0
Certify	chuck boal	cboal@aol.net	cboal500	Active	Bank of Cleveland	0
Certify	Judy Capra	jcapra@cle.fdu.org	jcapra500	Active	Bank of Cleveland	ISSO

At the bottom of the table, there is a "Next" button and a "Page 1 of 2" indicator.

Once the ISSO makes all of his/her actions on the HLCOs, he/she should click on the “Submit” button on the bottom of the page.

Figure 60 illustrates the various buttons (including Submit) on the bottom of the “SBD User Recertification” screen.

Figure 60 SBD User Recertification – Action Buttons

The screenshot shows the bottom section of the "SBD User Recertification" screen. It includes a table with columns: "Recertify Action", "Name", "E-Mail", "User ID", "SBD Status", "Organization", and "SBD Role". The "Recertify Action" column has a dropdown menu open, showing options: "Certify", "Defer", "Not ready to", "Revoke", "Revoked due", "Certify", "Certify", and "Revoke". The table contains six rows of user data. Below the table, there are buttons for "Change Search", "Submit", and "Cancel". At the bottom right, there is a "Logout" button and a "Logged in as: mwalter500" indicator.

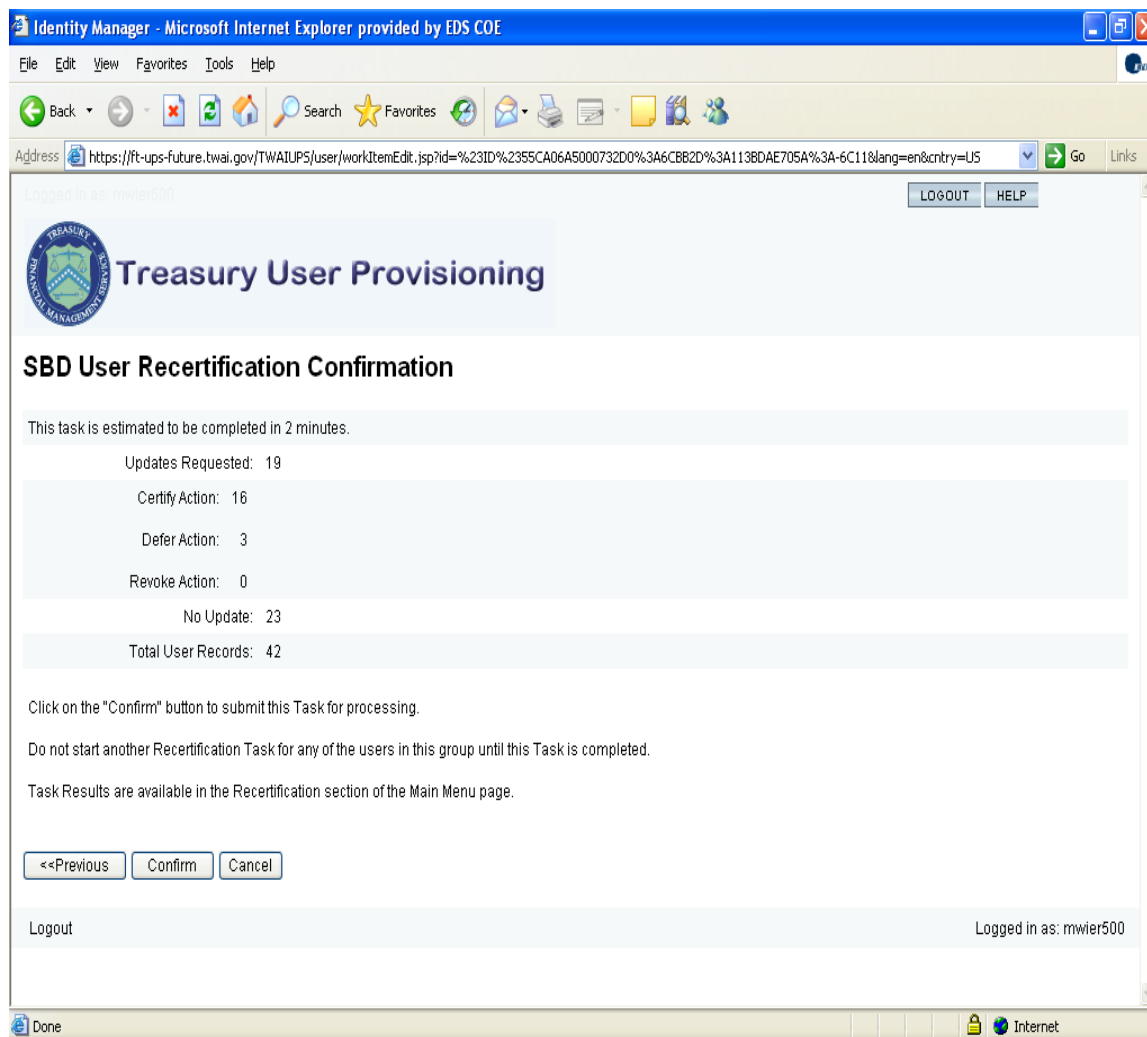
Recertify Action	Name	E-Mail	User ID	SBD Status	Organization	SBD Role
Certify	pt test	ptest@aol.net	ptest527	Defer	PAYROLL TEST 2	10
Defer	minn lester	mlester@aol.net	mlester519	Defer	PAYROLL TEST00	10
Not ready to	valerie boal	vboal@aol.net	vboal500	Defer	STURDY GENERAL HOSPITAL	12
Revoke	ronal boal	rboal@aol.net	rboal502	Defer	THE STORE	11
Revoked due	monia boal	mboal@aol.net	mboal500	Defer	THE STORE	12
Certify	oliver boal	obwal@aol.net	obwal500	Defer	THE STORE	12

At the bottom of the screen, there are buttons for "Change Search", "Submit", and "Cancel". At the bottom right, there is a "Logout" button and a "Logged in as: mwalter500" indicator.

Upon clicking “Submit, you will receive an “SBD User Recertification Confirmation” screen. (This screen will summarize the actions taken and will tell you how long it will approximately take to complete the task. It also forces the ISSO to click “Confirm” to continue. As it states on the page, there should be no other recertification tasks conducted while this task is running.

Figure 61 illustrates the SBD User Recertification Confirmation screen.

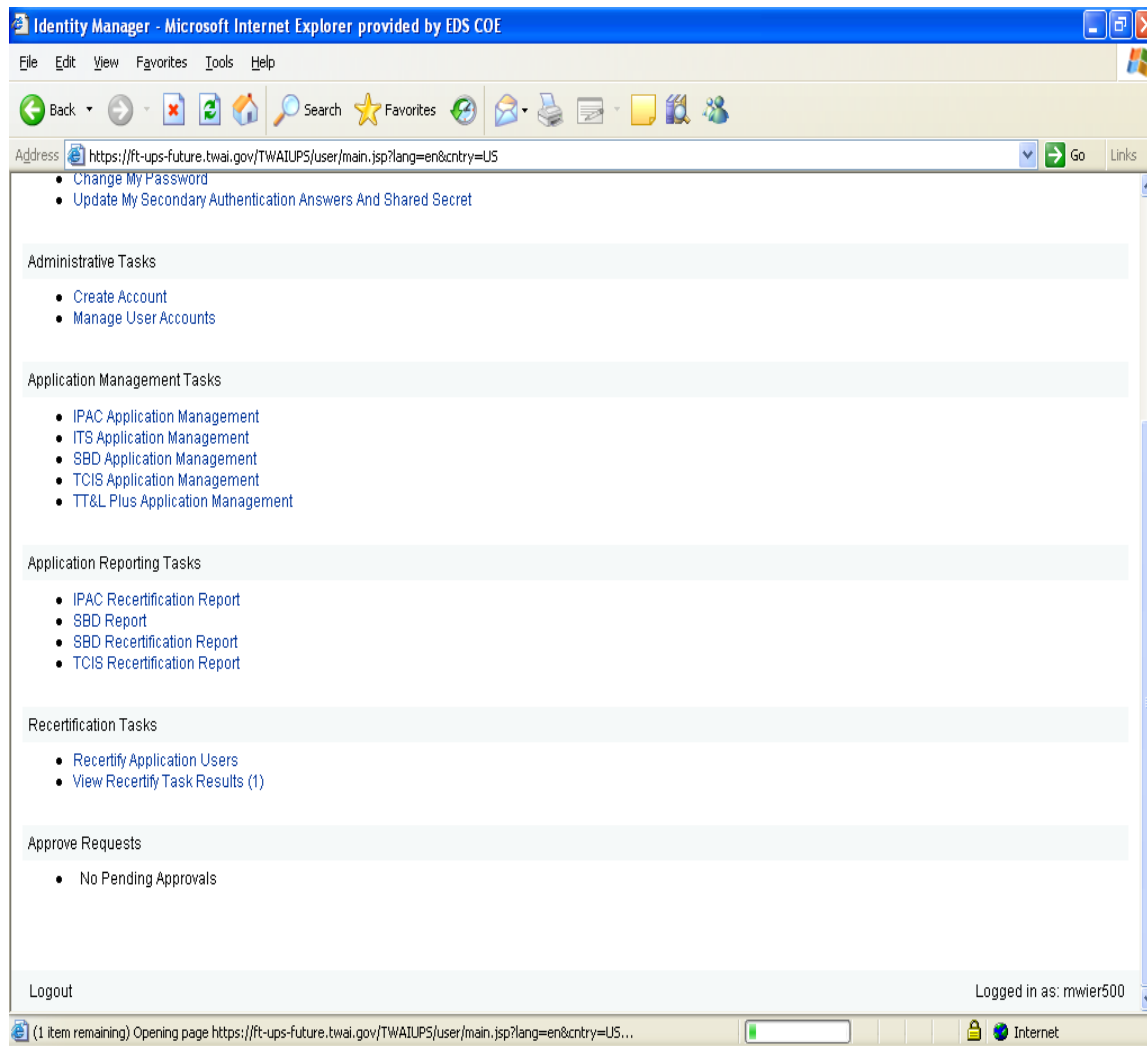
Figure 61 SBD User Recertification Confirmation Page



After clicking on the Confirm button and waiting for the task to be completed, you can go to the UPS Welcome page and look at the “View Recertify Task Results”. If a number other than 0 is shown, you can click on this link to view the Recertification Task Results.

Figure 62 illustrates the UPS Welcome Screen where a recertification task is ready to be viewed.

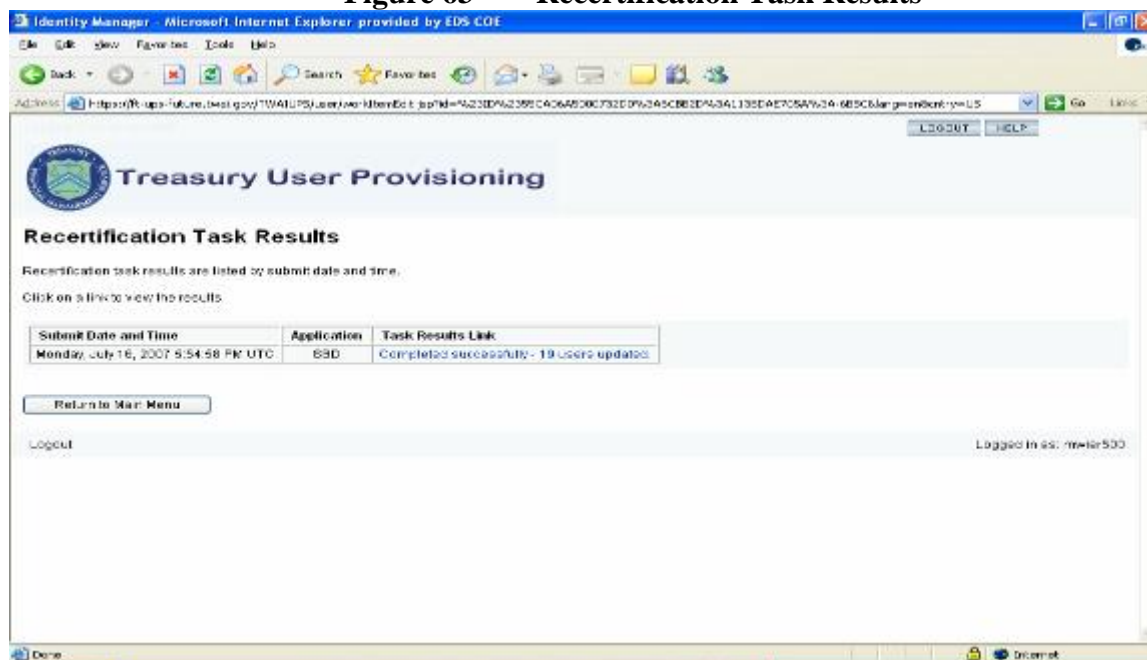
Figure 62 **UPS Welcome Screen – View Recertify Task Results Option**



The “Recertification Task Results” screen shows whether or not the task you performed was successful. In Figure 63, you can see that the particular task that ran was successful. If you would like to see more detailed information, you can click on the blue hyperlink provided under the “Task Results Link”. Note: All times given are in UTC, which is 4 hours later than Eastern time.

Figure 63 illustrates the “Recertification Task Results” screen.

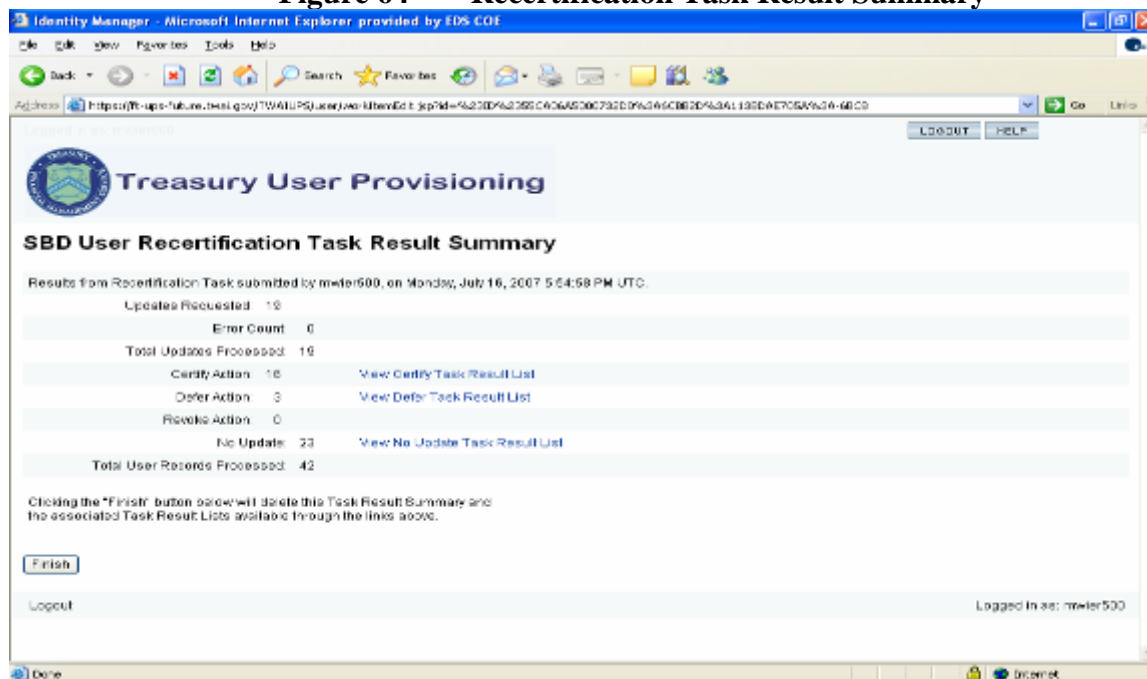
Figure 63 Recertification Task Results



Upon clicking on the hyperlink, you will see the “SBD User Recertification Task Result Summary” screen. This screen will show how many users were certified, deferred, and revoked. If you would like to see the specific users that were certified, deferred, or revoked, you can click on the blue hyperlink provided next to the action taken.

Figure 64 illustrates the User Recertification Task Result Summary screen.

Figure 64 Recertification Task Result Summary



If you click on “View Certify Task Result List”, you will see the SBD Recertification Task Results – Certify Action screen. This screen will list all of the specific users that were certified.

Figure 65 illustrates the Recertification Task Results – Certify Action screen.

Figure 65 Recertification Task Results

SBD Recertification Task Results - Certify Action

Results from Recertification Task for Certify Action submitted by mwier500, on Monday, July 16, 2007 5:54:58 PM UTC.

Certify Action Count: 16

Name	E-Mail	User ID
isabelle twai	itwai@aol.not	itwai501
nadine twai	ntwai@aol.not	ntwai500
tammy alias	sbd_FT_test_a5@clev.frb.org	talia500
test agent	tagent@aol.not	tagen502
tammy alias	tammyalias@aol.not	talia501
secondary lsa	2lsa@aol.not	slsa0500
minn testertoo	mintest2@aol.not	mttest518
sb userpgh	cwalzer@clev.frb.org	sbuserpgh
tammy tfsb	tfsb@aol.not	tftsb500
tammy saft	saft@aol.not	tsaft500
Tammy Adams	tammy.l.adams@clev.frb.org	tammyadams6
minnie test	minnietest@aol.not	mttest520
Payroll LSAFT	cwalzer@clev.frb.org	payrollsaft
pitt test	ptest@aol.not	ptest537
lionel twai	lionel@aol.not	ltwai502
melvin twai	melvin@aol.not	mtwai501

[Return to Summary](#)

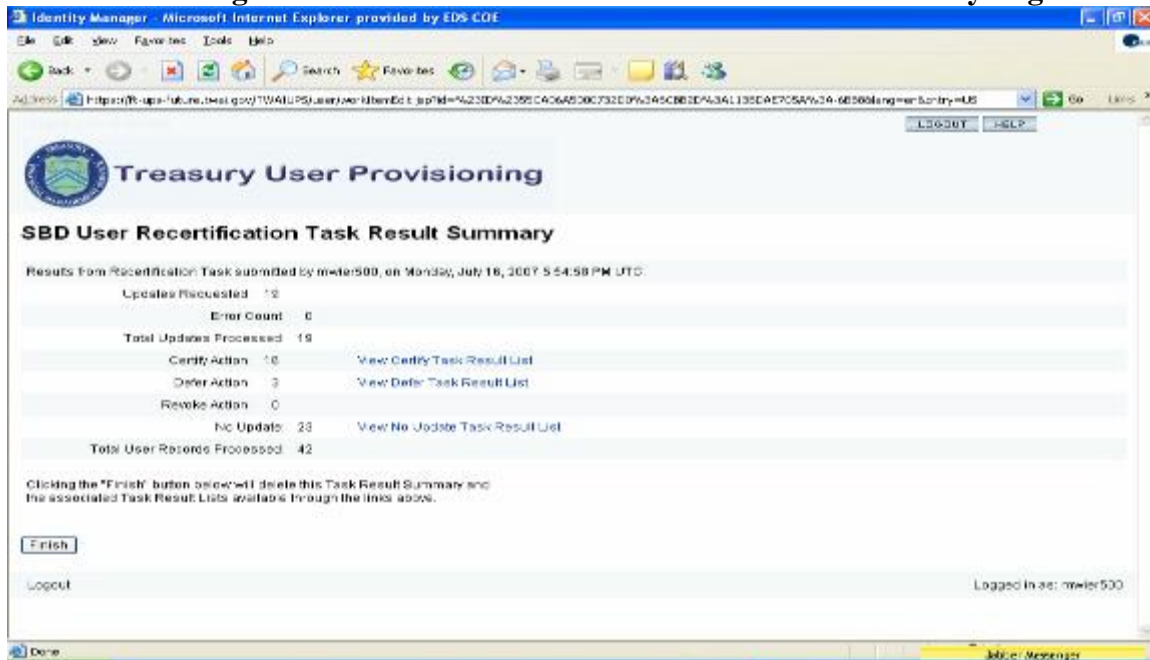
Logout

Logged in as: mwier500

Upon clicking on the “Return to Summary” button, you will see the SBD User Recertification Task Result Summary Screen again. When you are finished looking at all of the hyperlinks, you can click on “Finish”. By doing this, you will delete this Task Result Summary and then you be directed to the UPS Welcome Screen again.

Figure 66 illustrates the User Recertification Task Result Summary screen.

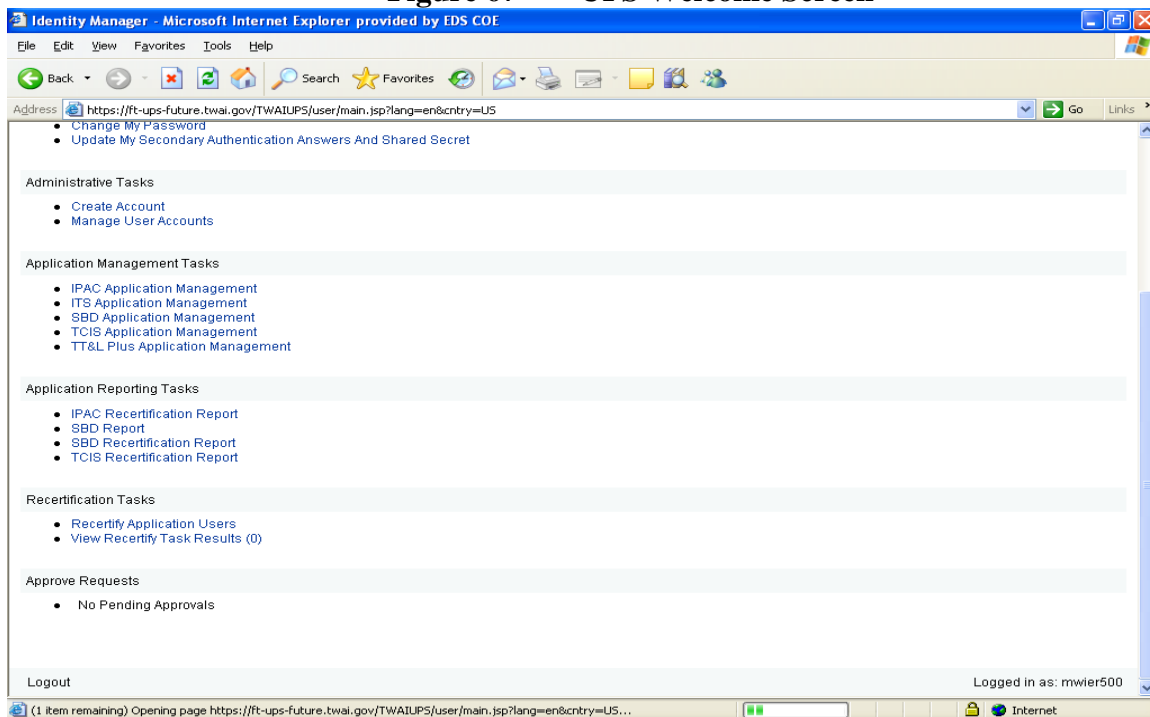
Figure 66 User Recertification Task Result Summary Page



You will notice that now the “View Recertify Task Results” link shown no entries next to it.

Figure 67 illustrates the UPS Welcome screen with no tasks showing in the “View Recertify Task Results”.

Figure 67 UPS Welcome Screen



As it was mentioned previously, the High Level Certification Officer (HLCO) maps to the SBD role of Security Administrator. The HLCO cannot certify anyone until he/she himself is re-certified by the ISSO. Once the HLCO is re-certified, he/she can re-certify all SB Users and Internal FRB Users. The HLCO can also re-certify the Primary Certification Officers (PCOs). The PCO role maps to the SBD role of Local Security Administrator (LSA). The PCO will be able to re-certify other PCOs, Secondary LSAs, and Data Entry Users after him/herself is re-certified either by an HLCO or another PCO.

All of the re-certification officers can follow the steps outlined in the ISSO section of this document to perform the re-certification of all of the SBD user community.

Figure 68 illustrates the Application Security Administrator Role Matrix.

Figure 68 SBD Security Admin Role Matrix

Application Security Administrator Role Matrix					
Application	ISSO (can certify all application users and Certification Officers)	HLCO (can certify all application users including all PCOs and COs)	PCO (can certify all application users including other PCOs and COs within their Organization)	CO (level1) (can certify all application users within their Organization)	CO (level2)* (can certify all application users within their organization)
SBD	Seeded	Security Administrators	Local Security Administrators (LSAs)	N/A	N/A

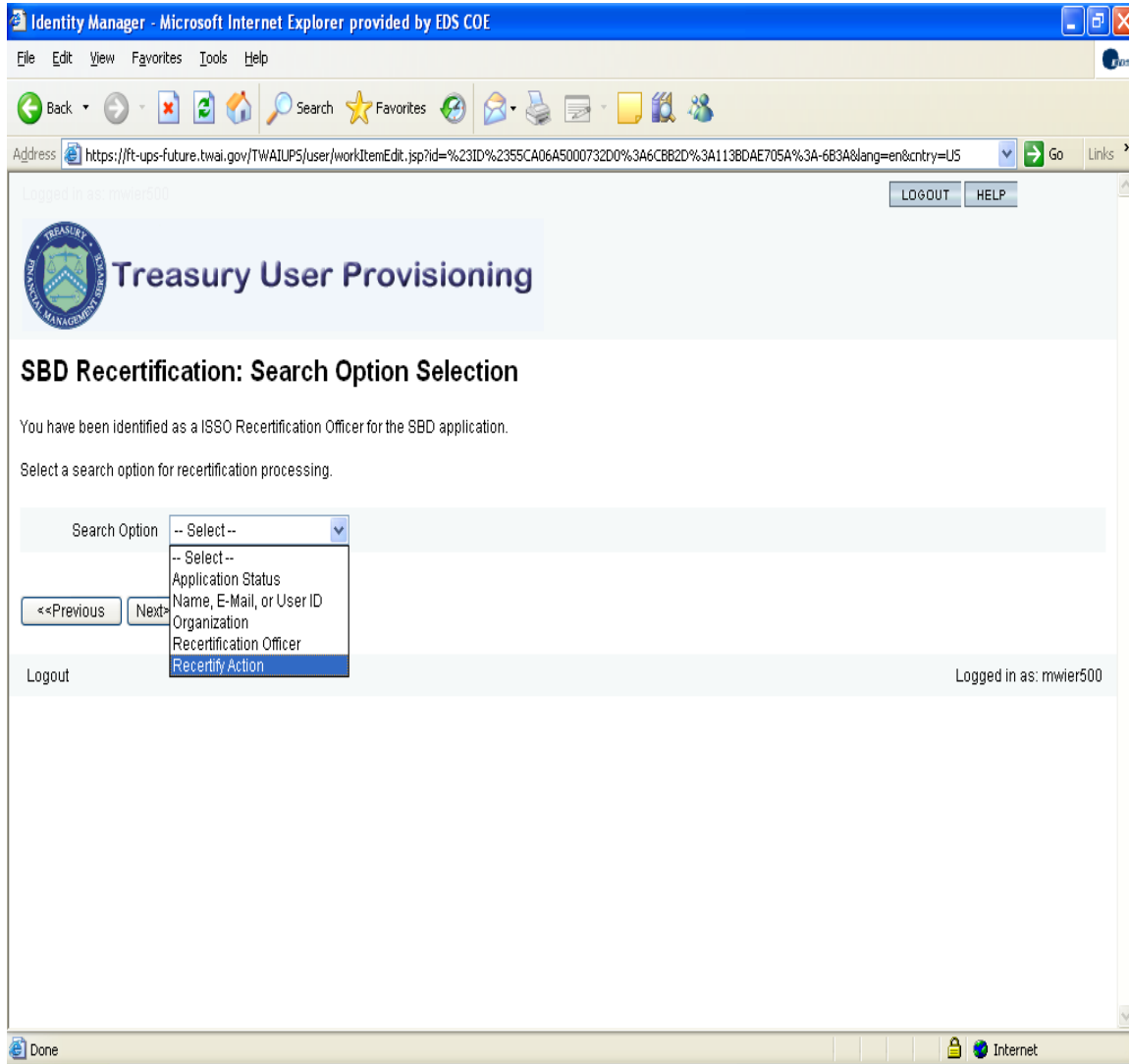
As the re-certification process is kicked off, the SBD application will have a set time limit to perform the re-certification of its users that is agreed upon by the SBD application owners and the UPS development team. Prior to the end of the re-certification window, a process known as the preliminary closeout process is kicked off. Again, the date that this process is kicked off is determined and agreed upon between the application owners and the UPS development team. This process is kicked off by an LDAP script which takes all users who were either put in a “deferred” status or where no action was taken and puts them in a “Revoke” status. Any user’s status that is set to “Revoke” (either by a Re-certification Officer or by the LDAP script) will be automatically set to an application status of “Delete”. As a result, if a user has not been certified prior to the running of the LDAP preliminary closeout script, he/she will not be able to access the SBD application because his/her SBD status has been set to “Delete”.

Between the time that the preliminary closeout script has been run and the time that the re-certification window ends, any user that was put in a status of “Revoke” can be set to “Certify” or “Defer” by a Re-Certification Officer, if desired. This can be done by clicking on the

“Recertify Application Users” link on the UPS Welcome screen and choosing “Recertify Action” on the Search Option Selection screen.

Figure 69 illustrates the Recertification Search Option Selection screen.

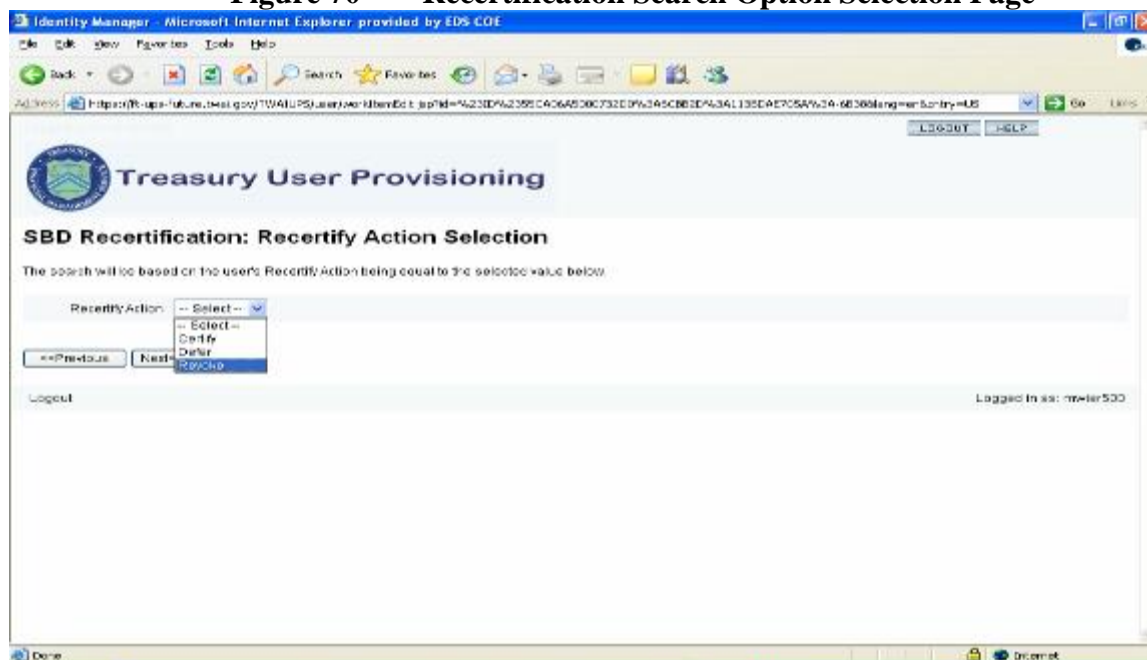
Figure 69 Recertification Search Option Selection Page



Once the Re-certification Officer selects “Next”, he/she should select “Revoke” on the Recertify Action Selection screen. It should be noted that once the LDAP preliminary closeout script has been run, there will be no users found if you click on “Certify” or “Defer” the first time.

Figure 70 illustrates the Recertify Action Selection screen.

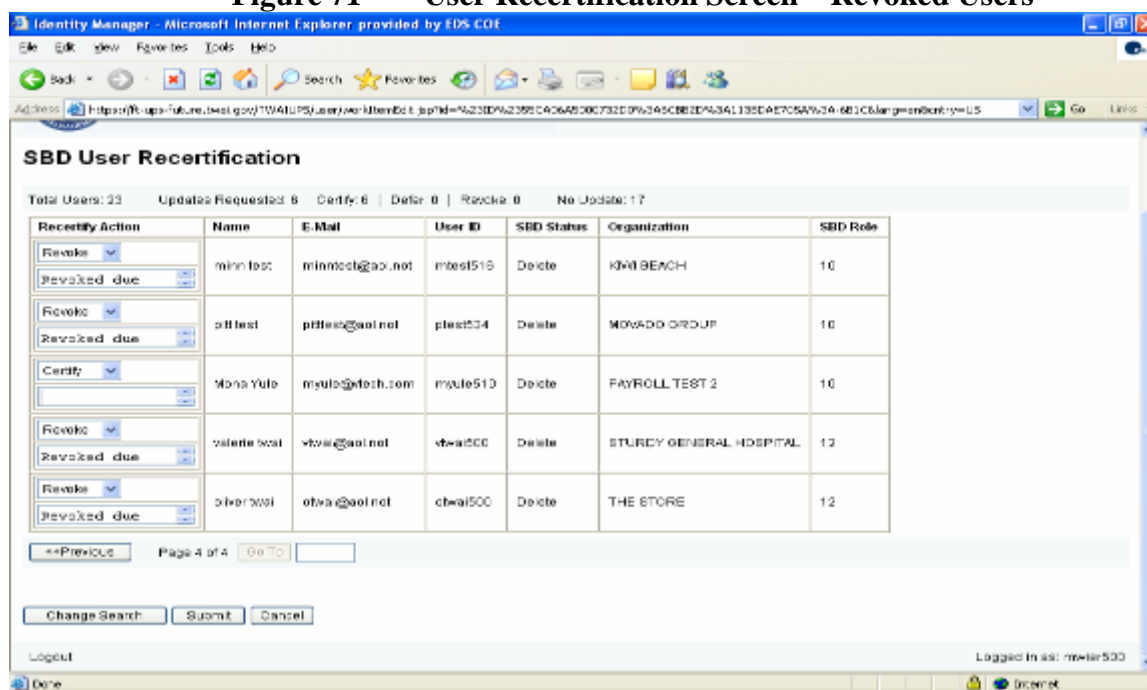
Figure 70 Recertification Search Option Selection Page



Upon selecting “Revoke” and clicking “Next”, you will be prompted to perform action on all of the users that were put in a revoke status after the LDAP preliminary closeout script was run.

Figure 71 illustrates all users put in a “Revoke” status.

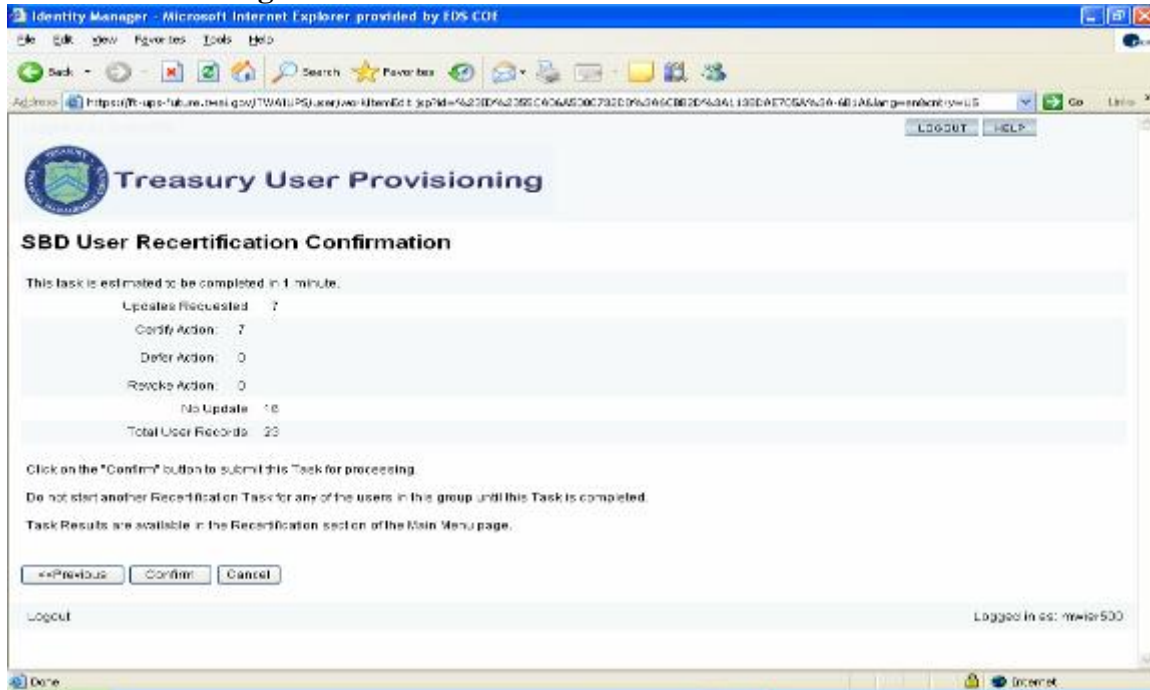
Figure 71 User Recertification Screen – Revoked Users



After performing all of the appropriate recertify actions, you can click on “Submit”. This will bring you to the “SBD User Recertification Confirmation”.

Figure 72 illustrates the User Recertification Confirmation screen.

Figure 72 User Recertification Screen – Revoked Users



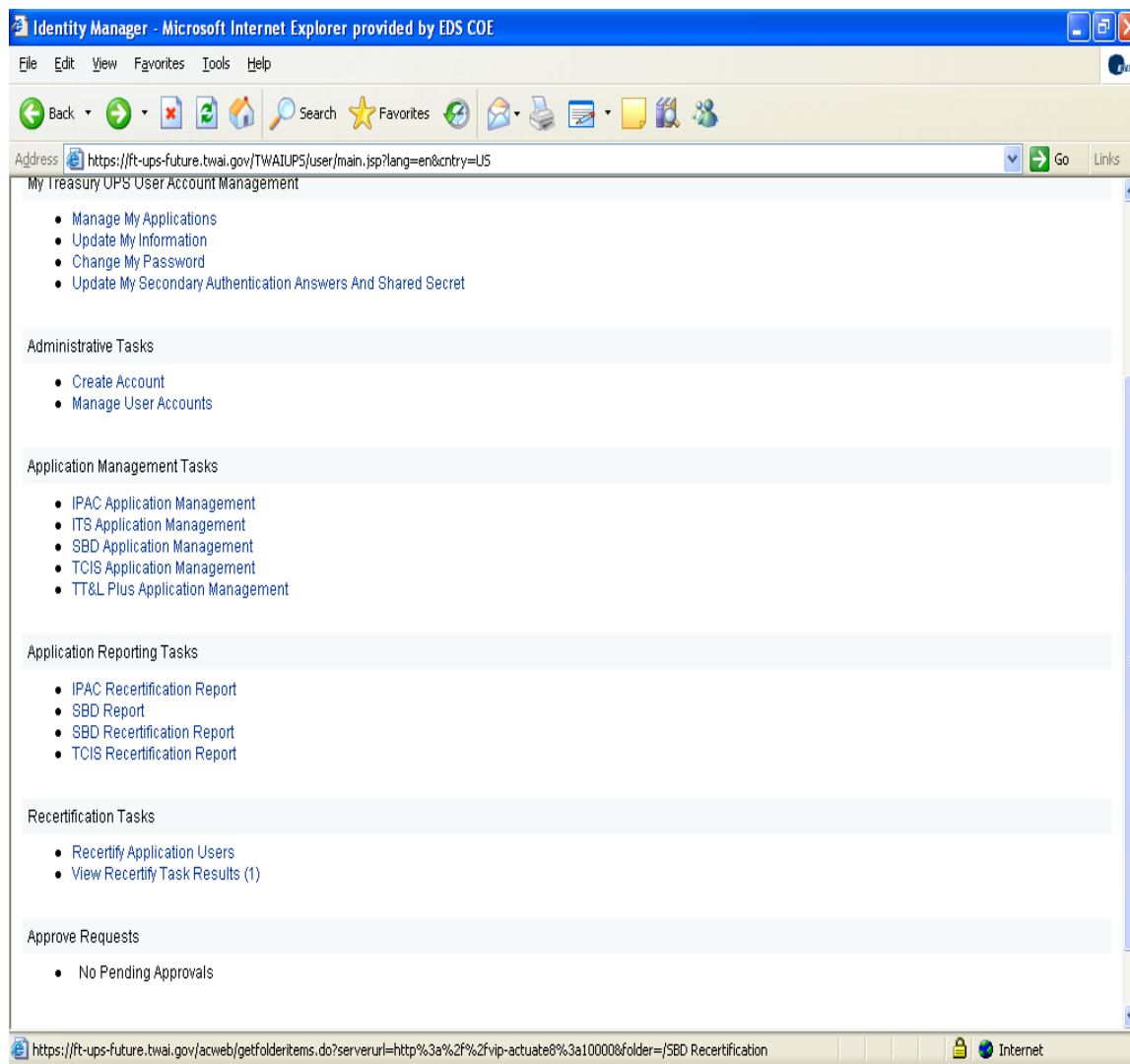
By clicking “Confirm”, you will have successfully completed the recertify actions that you performed. You can check out the specifics of your actions by clicking on the “View Recertify Task Results” link on the UPS Welcome page once you have given ample time for the task to run. You may need to click the “Refresh” button on your web browser. Once there is a number other than (0) next to the “View Recertify Task Results” link, you can view the results. For specifics of how to view the results, you can follow the steps outlined in the “Seeding of ISSO” section of this document, represented in Figures 62 -67.

Once the end of the re-certification window is reached, all users that have a “Recertify Action” other than “Certify” will be placed in a “Revoke” status and will have an application status of “Delete”. At this time, the LDAP Final Closeout script will be run to mark these accounts as delete. Once this is done, the users will be deleted from the LDAP directory and then will also be deleted from UPS. As a result, if a user who has been deleted through this process and wants to have access to SBD once again, they will have to be created by an administrator. It should be noted that if a user needs to be created, his/her e-mail address that was used previously can be used again since the account will have been deleted from both LDAP and UPS.

At any time during the re-certification process, a Re-Certification Officer would like to run a re-certification report, he/she can do so by clicking on the “SBD Recertification Report” link on the UPS Welcome Screen.

Figure 72 illustrates the UPS Welcome screen.

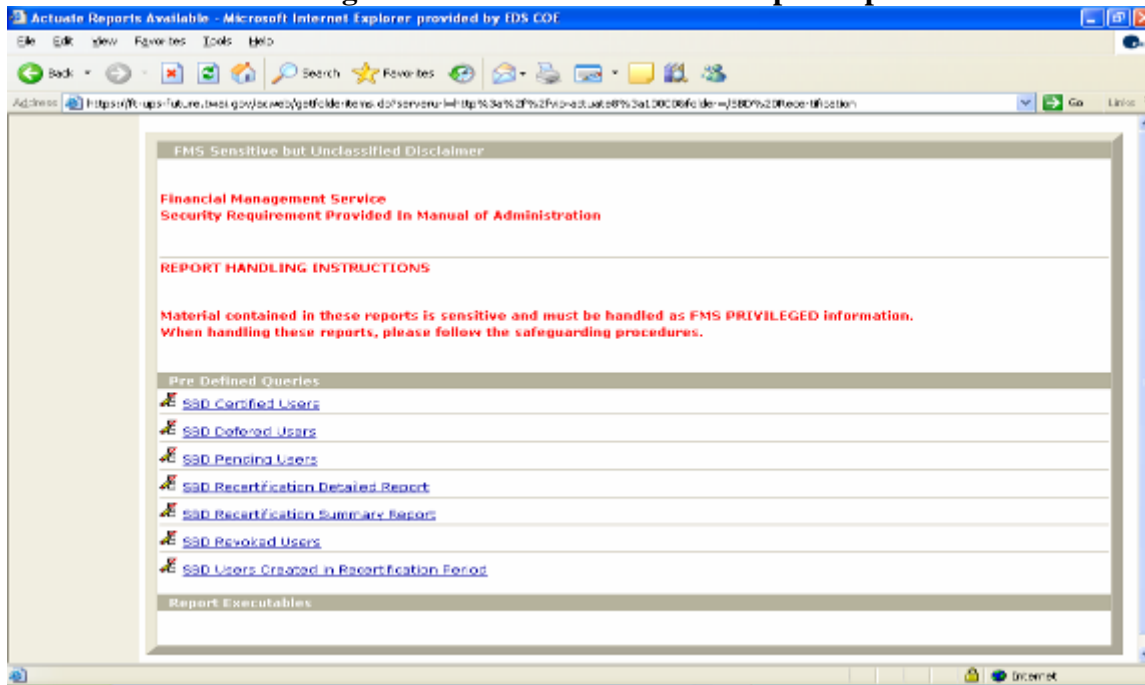
Figure 72 **UPS Welcome Page**



After clicking on this link, you will see various report options.

Figure 73 illustrates the various re-certification reports available.

Figure 73 Re-Certification Report Options



SBD Certified Users Report – This report will show all of the users that have been certified during the re-certification process and will show the fields depicted in Figure 74.

Figure 74 SBD Certified Users Report

The screenshot shows a web browser window titled 'Active Portal - [SBD Certified Users] - Microsoft Internet Explorer provided by FDS COE'. The address bar shows a URL starting with 'https://tups-future...'. The main content area has a header 'SBD Recertification Report'. Below this is a table with the following columns: User ID, Full Name, Email, Application Role, Status, Recert Date, Recert By, Recert Status, and Recert Comm. The table contains 20 rows of user data.

User ID	Full Name	Email	Application Role	Status	Recert Date	Recert By	Recert Status	Recert Comm
clerkbach@fda	Cleveland Test USA	clerkbach@fda.gov	Local Security Administrator (LSA)	Active		jagup000	Certify	
clerk000	clerk test	clerk000@fda.gov	Security Administrator	Active		jagup000	Certify	
clerk001	Data Entry KC	clerk001@fda.gov	Data Entry	Active	07/06/2007	mark0500	Certify	
clerk002	Data Entry KC	clerk002@fda.gov	Data Entry	Active	07/06/2007	mark0500	Certify	test2
clerk003	clerk test	clerk003@fda.gov	Local Security Administrator (LSA)	Active		mark0500	Certify	
clerk004	clerk test	clerk004@fda.gov	Internal FDS User	Active	07/06/2007	mark0500	Certify	
clerk005	clerk test	clerk005@fda.gov	Internal FDS User	Active		mark0500	Certify	
clerk006	clerk test	clerk006@fda.gov	Local Security Administrator (LSA)	Active	07/06/2007	mark0500	Certify	
clerk007	clerk test	clerk007@fda.gov	LSA	Active	07/06/2007	mark0500	Certify	Seeded for test
clerk008	clerk test	clerk008@fda.gov	LSA	Active	07/06/2007	mark0500	Certify	
clerk009	clerk test	clerk009@fda.gov	Local Security Administrator (LSA)	Active		jagup000	Certify	
clerk010	clerk test	clerk010@fda.gov	Secondary Local Security	Active	07/06/2007	mark0500	Certify	
clerk011	clerk test	clerk011@fda.gov	LSA	Active	07/06/2007	mark0500	Certify	Seeded for test
clerk012	clerk test	clerk012@fda.gov	Local Security Administrator (LSA)	Active	07/06/2007	mark0500	Certify	Revoked for test
clerk013	clerk test	clerk013@fda.gov	Local Security Administrator (LSA)	Active	07/06/2007	mark0500	Certify	
clerk014	clerk test	clerk014@fda.gov	Local Security Administrator (LSA)	Active	07/06/2007	mark0500	Certify	
clerk015	clerk test	clerk015@fda.gov	Local Security Administrator (LSA)	Active	07/06/2007	mark0500	Certify	test2

SBD Deferred Users Report – This report will look exactly the same as the SBD Certified Users Report, except that the value of “Defer” will appear in the “Recert Status” column.

SBD Pending Users Report - This report will look exactly the same as the SBD Certified Users Report, except that the value of “Pending” will appear in the “Recert Status” column.

SBD Recertification Detailed Report – This report will list all SBD users whose application status was “Active” when the SBD Re-Certification window was open and will give specifics related to re-certification actions taken/not taken.

Figure 75 illustrates the SBD Recertification Detailed Report.

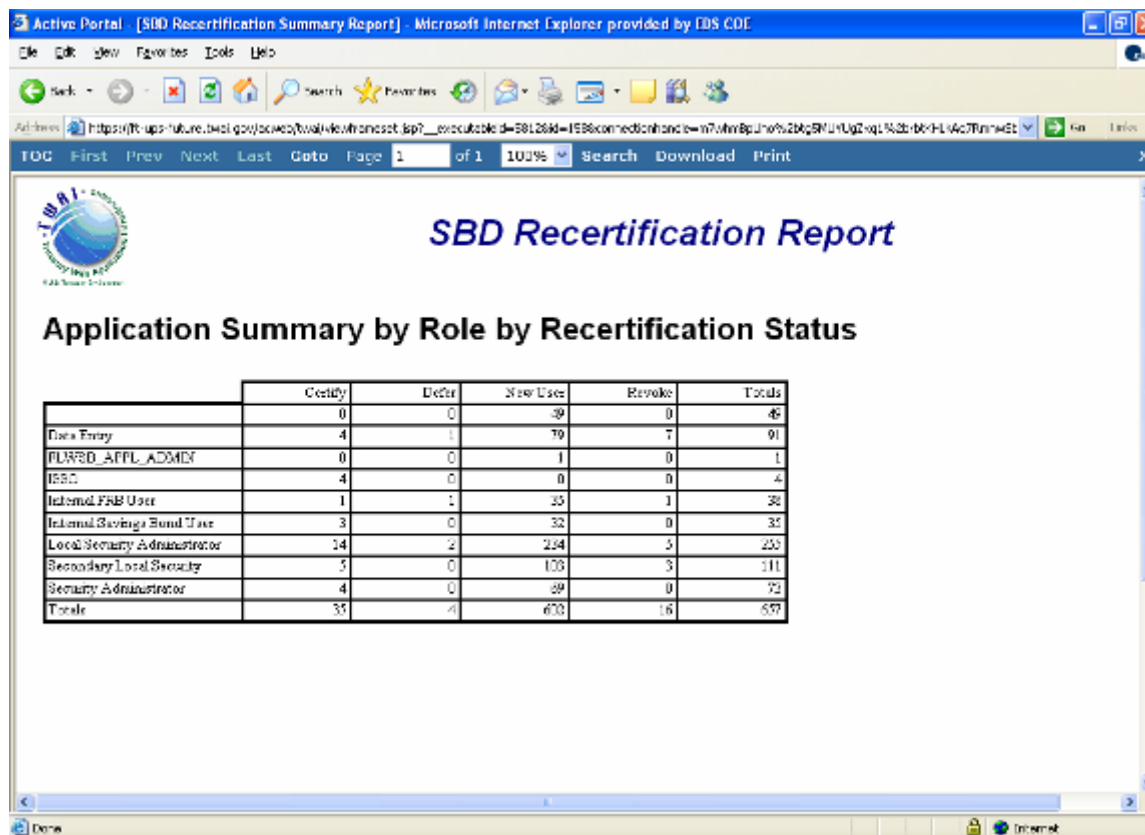
Figure 75 SBD Recertification Detailed Report

User ID	Full Name	Email	Application Role	Status	Recert Date	Recert By	Recert Status	Recert Comm
1stpfiminf1	1st pfiminf1	cwalzen@clev.fib.org	Local Security Administrator (LSA)	Active			New User	
2ndpfiminf1	2nd pfiminf1	cwalzen@clev.fib.org	Local Security Administrator (LSA)	Active			New User	
abclsaft	abc lsaft	cwalzen@clev.fib.org	Local Security Administrator (LSA)	Active			New User	
adamtestfibuser	adam testfibuser	adam.winzenried@kc.fib.org	Internal FRB User	Delete	07/06/2007	Recertificatic	New User	Not recertifie
adamtestfibuser1	adam testfibuser	adam.winzenried@kc.fib.org	Internal FRB User	Delete	07/06/2007	Recertificatic	New User	Not recertifie
adamtestlba	adam testlba	adam.winzenried@kc.fib.org	Local Security Administrator (LSA)	Delete	07/06/2007	Recertificatic	New User	Not recertifie
adamwinzenried1	Adam Winzenried	adam.winzenried@kc.fib.org	Local Security Administrator (LSA)	Delete	07/06/2007	Recertificatic	New User	Not recertifie
adamwinzenried2	Adam Winzenried	adam.winzenried@kc.fib.org	Secondary Local Security	Active			New User	
adamwinzenried3	Adam Winzenried	adam.winzenried@kc.fib.org	Data Entry	Active			New User	
adamwinzenried4	Adam Winzenried	adam.winzenried@kc.fib.org	Local Security Administrator (LSA)	Active			New User	
adamwinzenried5	Adam Winzenried	adam.winzenried@kc.fib.org	Secondary Local Security	Active			New User	
agent500	aggie gentleman	agent3ta@aol.net	Secondary Local Security	Delete	07/06/2007	Recertificatic	Revoke	Revoked due t
aisru500	agent issue	agentissue@aol.net	Data Entry	Active			New User	
amart500	Ashley Martens	Ashley.Martens@mpls.fib.org	Local Security Administrator (LSA)	Active			New User	
americancastironpfi	American CastIronPFI	cwalzen@clev.fib.org	Local Security Administrator (LSA)	Active			New User	
amyleonard	Amy Leonard	cwalzen@clev.fib.org	Internal Savings Bond User	Active			New User	
amynyle	Amy Yule	mona.j.yule@clev.fib.org	Internal Savings Bond User	Active			New User	

SBD Re-Certification Summary Report – This report will give a count of the various re-certification actions taken for a particular SBD role.

Figure 76 illustrates the SBD Re-Certification Summary Report.

Figure 76 SBD Recertification Detailed Report



	Certify	Defer	New User	Revoke	Totals
	0	0	39	0	39
Data Entry	4	1	79	7	91
PLURSD_AFFL_ADMIN	0	0	1	0	1
ISSN	4	0	0	0	4
Internal FAS User	1	1	35	1	38
Internal Savings Fund User	3	0	32	0	35
Local Security Administrator	14	2	234	3	253
Secondary Local Security	5	0	103	3	111
Security Administrator	4	0	39	0	43
Total	35	4	670	13	722

SBD Revoked Users Report - This report will look exactly the same as the SBD Certified Users Report, except that the value of “Revoked” will appear in the “Recert Status” column.

SBD Users Created in Recertification Period – This report will depict all of the new users that were created after the SBD Re-Certification process began.

Figure 77 illustrates the SBD Users Created in Recertification Period Report.

Figure 77 SBD Users Created in Recertification Period Report

Active Portal - [SBD Users Created in Recertification Period] - Microsoft Internet Explorer provided by EDS COE

Address: https://ft-ups-future.twai.gov/acweb/twai/viewframeset.jsp?_executableid=5812&id=159&connectionhandle=m7whnBpLho%2btg5MUyUgZxq1%2brbtkHLkAq7RmnwSt

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SBD Recertification Report

User ID	Full Name	Email	Application Role	Status	Recert Date	Recert By	Recert Status	Recert Comm
1stpfiminf1	1st pfiminf1	cwalzen@clev.ftb.org	Local Security Administrator (LSA)	Active			New User	
2ndpfiminf1	2nd pfiminf1	cwalzen@clev.ftb.org	Local Security Administrator (LSA)	Active			New User	
abclsaft	abc lsft	cwalzen@clev.ftb.org	Local Security Administrator (LSA)	Active			New User	
adamtestftbuser	adam testftbuser	adam.winzenried@kc.ftb.org	Internal FRB User	Delete	07/06/2007	Recertificat	New User	Not recertifie
adamtestftbuser1	adam testftbuser	adam.winzenried@kc.ftb.org	Internal FRB User	Delete	07/06/2007	Recertificat	New User	Not recertifie
adamtestlba	adam testlba	adam.winzenried@kc.ftb.org	Local Security Administrator (LSA)	Delete	07/06/2007	Recertificat	New User	Not recertifie
adamwinzenried1	Adam Winzenried	adam.winzenried@kc.ftb.org	Local Security Administrator (LSA)	Delete	07/06/2007	Recertificat	New User	Not recertifie
adamwinzenried2	Adam Winzenried	adam.winzenried@kc.ftb.org	Secondary Local Security	Active			New User	
adamwinzenried3	Adam Winzenried	adam.winzenried@kc.ftb.org	Data Entry	Active			New User	
adamwinzenried4	Adam Winzenried	adam.winzenried@kc.ftb.org	Local Security Administrator (LSA)	Active			New User	
adamwinzenried5	Adam Winzenried	adam.winzenried@kc.ftb.org	Secondary Local Security	Active			New User	
aisru500	agent issue	agentissue@aol.net	Data Entry	Active			New User	
amart500	Ashley Martens	Ashley.Martens@mpls.ftb.org	Local Security Administrator (LSA)	Active			New User	
americancastironpfi	American CastIronPFI	cwalzen@clev.ftb.org	Local Security Administrator (LSA)	Active			New User	
amyleonard	Amy Leonard	cwalzen@clev.ftb.org	Internal Savings Bond User	Active			New User	
amyyule	Amy Yule	mona.j.yule@clev.ftb.org	Internal Savings Bond User	Active			New User	
amyyule	Ann Yule	mona.j.yule@clev.ftb.org	Data Entry	Active			New User	

Done Internet